



*Developing youth who are*  
CAPABLE  
CONFIDENT &  
CONTRIBUTING

Lakeview Academy Board of Trustees Meeting

January 6, 2011

527 West 400 North Saratoga Springs Utah

(all times listed are approximate and the board reserves the right to vote on any item on the agenda)

I.	Roll Call	5:00
II.	Executive Session	
	1. Educational Coordinator Report	5:00
	2. Director Coordinating Session	5:30
	3. Questions about the agenda	6:30
III.	If needed a motion to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues.	
IV.	Action if any from closed session	
V.	Welcome to General Session	7:00
VI.	Pledge of Allegiance	
VII.	Reports	7:05
	1. Director Reports	
	a. Oral Fluency Benchmark Report	
	b. Math Benchmark Report	
	2. Board Reports	
	3. State Reports	
	a. 2009-2010 state audit	
	4. Financial Reports	
VIII.	Board Business	
	1. Announce the resignation of April Thompson	
	2. SAC Appointments	
	3. Resolution to adopt Lakeview Academy Board Performance Review	
	4. Resolution to adopt Board Members Report Form	
	5. Resolution to adopt Governing Board Roles and Responsibilities	
VIX.	Charter/Governance Training	7:35
X.	Public comment not related to items on the agenda, each comment is limited to two minutes.	8:00
XI.	Consent Agenda	8:10
	1. Lakeview Academy October 2010 Financials	
	2. Lakeview Academy November 2010 Financials	
	3. Salary Wage Agreements	
	4. Trust lands Grant	
	5. Employee Handbook	
	6. Fee Wavier Compliance Letter	
	7. Jobs National Grant	
XII.	Action Items	8:15
	1. Extracurricular Policy	
	2. Motion to transfer the Library Policy to and administrative procedure	
XII.	Study Items	8:20
	1. Parent Board Survey	
	2. Foods and Nutrition 1 Class	
XIV.	Strategic Development Planning and Training	8:25

XV.	New Business	8:55
XVI.	Adjourn	9:00

**Lakeview Academy Board Meeting**  
**Public Comment and Pattern of Formality Guidelines**

The following are guidelines that were taken from Robert's Rules of Order and modified to assist the Lakeview Academy Board in running efficient meetings:

**Public Comment**

1. During the agenda under the Public Comment section, the public may address any issue not related to items already on the agenda. Please state your name for the official minutes. Please be mindful of the length of the board meeting and limit your comments to two minutes.
2. After an item has been introduced and debated by the board, the President will call for Public comment on that item only. Each public attendee shall have the opportunity to speak two times on the same issue on the same day. It shall proceed that everyone will be given their first opportunity to speak before anyone will be given their second opportunity.
3. To maintain order, if someone from the public is out of order, the President will verbally counsel them by calling, "point of order."

**Order of Debate**

1. The item will be introduced by the sponsor if the sponsor is not present then the President will assign someone to do the introduction.
2. Members debate the item (unless no one wished to debate it). Each member is allowed two separate opportunities to speak on the item.
3. The President will then open the item up for Public Comment following the directions in public comment section 2.
4. The item will then be opened up to the Board for additional debate if necessary.
5. A member makes a motion by saying, "I move that..." if it is long, it should be prepared in writing and given to the President or Secretary. If no motion is made then the item dies, and no further debate will occur.
6. Another board member may amend the motion. If the motion is amended the President asks is their any objection to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however the amendment is subject to debate and vote like any other motion.
7. If the motion is amended the President may open it up to further board comment if necessary.
8. The President will then call the question and take a vote on the item.
9. The President announces the vote.

**Pattern of Formality**

1. The President should be addressed as Mister or Madam President as appropriate.
2. Wait to be acknowledged verbally or with a nod before speaking by the President.
3. Speak only to the President or though him/her.
4. Avoid personalizing any issue; speak to the subject, not the person you disagree with. An example of this would be if you believe something said to be untrue, you would say, I believe the member is mistaken instead of saying something was a lie.
5. If anyone breeches Robert's Rules or for example speaks out of turn, it is called a point of order and will be corrected by the President or any other board member that catches it. One would say, "Point of Order" The President would acknowledge the person and they would say what breach occurred. The President would then say "the point of order is well taken" or if unfounded, "the point of order is not well taken."

## Educator Coordinator's Report

### Kindergarten

We have had so much fun getting ready for Christmas and discovering some of the other wonderful holidays celebrated around the world during this time of year. We would like to thank all who showed kindness and caring by helping with our wrapping paper drive it was a success. I have really enjoyed watching the kids become more caring this past couple months as we have focused on this important pillar of character. Benchmark testing show Amazing progress and improvement and we are so excited to see the new learning that will take place in 2011! Happy New Year!

#### Classroom Activities and Concepts for December

- Pillar of Character Caring
- Showing taking care of each other, caring for needy children, meeting Karina the caring kangaroo.
- Winter holidays from all around the world- The kids really enjoyed learning about Hanukkah, St. Lucia Day, and Los Posadas. They loved the Dreidel game and Piñatas.
- Thanks to all who donated to the Wrapping paper drive to donate to needy families in SLC
  - We had a blast with our Polar Express themed Christmas party.

#### Classroom Activities and Concepts for January

- Pillar of Character Respect
- Being considerate and respecting differences and property
- Winter holidays from all around the world- We will be finishing up our Winter Holiday unit learning about Kwanza, Chinese New Year.
  - Celebrating the Winter Seasons
- We will also begin discovering the differences between living and non-living objects with a little investigation into rocks.

### First Grade

First grade:  
Past/present

\*Our mini-classes for the month of December were about our family's traditions and about other countries traditions.

\*We have started our mini-tours through the different habitats: forest/rainforest, desert, polar, ocean, pond, and savanna.

\*We are continuously practicing fluency and our math facts.

\*We are learning that a sneaky “e” at the end of words makes the vowel a long vowel.

\*Our recent author study has been Jan Brett. We have had a lot of fun learning about her work and reading her books. For more activities go to [www.janbrett.com](http://www.janbrett.com) .

Upcoming:

\*We will continue our tour through the habitats learning what animals and plants live in them and what they need to survive.

\*We will be getting new journals at the mid-year. When the new journals come home, please read through them and see how much we have grown.

\*New mini-classes:

Social studies--- learning the countries and oceans

Science-- the science hypotheses and doing some experiments

Health and P.E. --- yoga

\*The next author study will be Brenda Clark.

## Second Grade

December was a fabulous month for second grade.

We enjoyed our Holiday Traditions and appreciate those parents who helped out.

Mrs. Purtschert – Switzerland

Mrs. Vilchez – Norway

Mr. Bishop – Peru

Mr. and Mrs. Bautista – Mexico

Mrs. Javakant– India

Mrs. Allman – Czech Republic

We studied about animal habitats and how animals adapt to these surroundings.

We also covered verbs past and present, cause and effect, and drawing conclusions.

December we have focused on our character education theme of “caring”. With so many caring acts happening in second grade we have given out 12 caring bracelets.

We are excited to continue this throughout the year. We will now focus on “respect” while still continuing to implement “caring”.

## Third Grade

*This has been an exciting month in 3<sup>rd</sup> grade! Here are some past and upcoming events:*

*December:*

- We have been creating “caring pouches” and focusing on caring behaviors at school and at home.*
- We have been studying celebrations in other countries.*
- We are learning about safe websites and how to navigate the internet safely.*
- We are working on our facts in math: subtraction, addition, and multiplication.*
- We had a wonderful field trip to BYU. We had a fabulous planetarium presentation and took a scavenger hunt through some wild animals!*
- We are continuing to learn new sports and good sportsmanship.*

*January:*

- We are continuing our science extension boxes. Please check one out through Mrs. Torgersen today!*

- *Introducing the Utah Indians! We are starting a new unit!*
- *Our new unit starts on "force". We will "push/pull" through!*
- *We will be focusing on the Utah Indians in enhancements. Some projects might include: clay houses, headdresses, and belts.*
- *We are starting the next character education theme of RESPECT. Talk about it at home!*

*We hope everyone has a fabulous winter break!! See you in January.*

#### **Fourth Grade**

Well, it has been another exciting month in the 4<sup>th</sup> grade! We have:

-“traveled” the world to Chile, Italy, and Germany, and Africa learning how other cultures celebrate Christmas.

-studied Utah’s three fascinating environments: wetlands, forests, and deserts.

-worked in groups to do an in-depth study of a Utah sport fish. Check out our posters in the 3-4 pod!

-learned about our State government and how to be better citizens.

-continued our unit on the 6-Traits of Writing. Our writing is improving as we work on “ideas”, “organization” and “voice”.

-studied weather and then used our newly improved writing skills to write about an “extreme” weather experience.

-started to prepare for our “Utah County Fair” that is happening on Friday, January 7<sup>th</sup> from 10:00-11:20 a.m. in the gym.

Please plan to join us as we celebrate Utah’s 115th “birthday” (We became a member of the Union on January 4, 1896)

#### **Fifth Grade**

December

- In Language Arts we read a selection from *Journey to the Center of the Earth*. After reading that story a professor from the University of Utah’s engineering department came and talked to the students about the different types of engineers and what they do. He also talked to the students about earthquakes. Each student was able to work with a team to create a structure, and then the stability of the structures was tested on an earthquake simulator.
- Over the last month we also read about a boy who wanted to be a gymnast. He dressed up like one and pretended to do some of the tricks a gymnast does. After we read that story a group of gymnasts, the same age as our students, came in and performed. Our students were also taught how a gymnast warms up and a few of the skills training routines they go through.
- In Social Studies the students have been studying Colonial times. Each student has prepared a power point presentation regarding the 3 regions that existed during that time. They also made product maps.

### **“Biz Town” is coming to fifth grade!**

Biz Town is a mini municipality Junior Achievement City located at The Discovery Gateway in Salt Lake City. The Junior Achievement City is an interactive learning experience offering students the opportunity to become citizens, consumers and

workers in a free-market economy. The city is set up like an actual community. There is a City Hall, Town Square and businesses. Students become employees for a day as retail sales professionals, accountants, business managers, medical professionals, TV and newspaper reporters and even a mayor.

The Junior Achievement city offers students two different curriculums, a fifth-grade Junior Achievement Biz Town, which teaches real-life work experience and an eighth-grade Junior Achievement Finance Park, which focuses on managing personal finances helping students prepare to make informed decisions after they graduate high school.

Before going to the Junior Achievement City, the students spend four weeks preparing with a Junior Achievement curriculum taught by their classroom teachers. This consists of daily 45-minute lessons which the 5<sup>th</sup> grade team plans to implement into their current lesson plans. Students read classified ads to locate a job then go through the interview process and, once hired, receive job training to prepare to take their place in the Junior Achievement City community. They are also taught personal bookkeeping skills.

After teaching the Junior Achievement curriculum for 4 weeks the students travel to the Discovery Gateway in Salt Lake City and spend 4 ½ hours running their own city.

The teachers have received one hour of training in Salt Lake City and the school is required to bring 20 – 30 parent volunteers on the day of the event.

In January the 5<sup>th</sup> grade team will begin teaching the curriculum. On February 17<sup>th</sup> the fifth graders will run their own city at the Discovery Gateway (Gateway Mall) in Salt Lake City.

### **Sixth Grade**

6<sup>th</sup> Grade Parents—We enjoyed the field trip to Ballet West, part II-This includes all the dances from foreign countries and the land of the snow queen. The set was spectacular and Lakeview students were very well-mannered. As a follow-up students wrote in their journals about their personal experiences.

- \*String art was a popular enhancement activity
- \*All work assigned before winter break is due by Friday the 17<sup>th</sup> of December.
- \*Science Fair is entering phase 3—students need to do and conclude experiments by the end of winter break
- \* The social studies unit on Egypt is finished; next we start into Greece...the world of fantastic mythology
- \*January is a busy month;
  - end-of-term is on January 12<sup>th</sup>,
  - geography and spelling bees
  - literacy night
  - Science fair, in which all 6<sup>th</sup> graders participate.

We wish you and your families a Happy New Year.

Amanda Christensen

Linnea Brailsford

Linda Nelson

### **Elementary Art**

The third and fourth graders are excited to be painting their sun and moon masks. Some of these students have partnered with the middle school creative writing class to revise and edit their mask stories. We send our special thanks to Mrs. Ettinger and the creative writing students for typing up all of the third and fourth grade student's sun and moon mask stories. The best stories will be published in the Lakeview literary magazine at the end of the semester.

The rest of the elementary school students are learning about Alexander Calder, a famous American sculptor who invented the mobile, and will each make a personal mobile.

The sixth graders are improving their drawing skills and confidence through weekly sketchbook assignments. I am pleased to say that there are a number of excellent sixth grade up-and-coming artists being revealed through these assignments. A few of them even have a sense of humor and I end up laughing out loud when I grade their work.

Your children are delightful.

Merry Christmas to all,

Liz Matthews

### **Elementary Spanish**

In our Spanish program we have been practicing the Christmas songs that we are going to be singing for our Christmas program. I am so pleased to see how the students are learning so much Spanish. Thank you for your help and support. It really shows! On Friday we had an assembly for the fifth and sixth grades to celebrate the accomplishments of some of them. There were five students who got a special certificate for their contribution in the Foreign Language Conference Art competition. Mr. Stone presented those certificates to them. A copy of their work was given to each one of them.

Also I would like to thank the quick response of so many of you who were willing to help with the Spanish program and the making of Christmas decorations. Thanks a bunch!

Kind regards,

Mrs. Lambson

### **Middle School**

#### **Art**

During December in the art studio the middle school students are learning about contour lines. They used critical thinking skills to make connections between the silhouettes found on Greek vases and the contemporary art work of Gene Davis and then created personal silhouettes influenced by his work which are hanging on display by the lunchroom. They also learned about topographic maps and made a topographic map of their hands using contour lines and map symbols. In order to learn more about form and space the art students are improving their one point perspective skills. With the help of Nelson Spencer they will work as a group to paint a mural of a winter scene, influenced by Currier and Ives, which will be hanging in the middle school hallway.

Merry Christmas to all,

Liz Matthews

## **Math and Science**

Math and Science Enhancement Proposal:

This year, Math and Science are combining efforts to create enhancement activities that cross curriculum and provide hands on experience in both fields. Students should be active learners. It is not enough for students to read about science and simply perform calculations in math; they must do science and apply mathematics. Students at Lakeview Academy should have hands-on, active experiences throughout instruction. Providing relevance in science and math to other endeavors enables students to transfer skills gained from instruction into their other school subjects and into their lives outside the classroom. These enhancing activities will provide real life examples of how their knowledge in the classroom can be useful in the real world. It is our hope that in completing several long term projects during enhancements days, that students will be able to apply the knowledge they have or will be gaining during regular instruction as well as gain a deeper appreciation for how interrelated the disciplines are.

Currently we are working on CO<sub>2</sub> dragsters. In the future we plan to do activities such as building trebuchets, pop bottle rocket, bridges, and towers. Some of these, by necessity will be completed in warmer weather. Each of these activities contain aspects of scientific theory (such as forces and motion) as wells as necessary mathematic calculations.

October: CO<sub>2</sub> dragsters

January: Bridges

February: Towers

March: Trebuchets

April: Pop bottle rockets

## **Spanish, Health/P.E.**

PE

- End of semester projects (working in class on them)
- Triathlon

Spanish I

- ABC books are due. We will be going to the first grade to read them to students.
- Cooking day. A friend from Uruguay will be here to help us learn to cook a simple yet fun recipe.
- Show what you know. Students will be bringing in something they have created. We have learned how to conjugate verbs now and one of those verbs is "CREAR" which means "to create". Students will bring in something to share that they have created.
- Linternas. To celebrate the Holidays we will be doing a Mexican tradition of making Lanterns out of paper bags with different shaped designs in them. Ideally you line them on your adobe hut roof, which has a flat roof, but this year we will be taking them home to celebrate the holidays with.

Spanish II

- We just finished our Fiesta de Quincinera and it went great! All the parents showed up to see their children perform the dance that they learned. We ate authentic food and shared in a night of fun, dancing and singing.
- We will be making Tortillas Espanolas de Espana and learning to use commands which we have been learning for the past couple of weeks.

- Linternas. To celebrate the Holidays we will be doing a Mexican tradition of making Lanterns out of paper bags with different shaped designs in them. Ideally you line them on your adobe hut roof, which has a flat roof, but this year we will be taking them home to celebrate the holidays with.

## English

Students at Lakeview Academy are busy writing comparison/contrast essays, reading good books for book club, and learning the ins and outs of our crazy English language. We write in journals each day and share our thoughts and meanderings. Writing is not only communication, it is also a way to release tension and energy, to learn more about how we think (metacognition), and to learn more about how we interact with others.

Eighth grade is beginning to write persuasive essays; seventh will learn to write their science research papers in English class. Ninth grade is learning more about the world around them through classic literature.

We are continuing to study alternative forms of energy during Friday enhancement. We've narrowed our focus down to solar, wind, and geothermal power, which we will then narrow down to the best possible source for Lakeview. It's exciting to be involved in something that can affect our school as well as our community. Your students are truly confident, capable and contributing!

Mrs. Ettinger

## History

- We're all familiar with the phrase "We the people, in order to form a more perfect union", but do we know what comes next? In Student Government we are reading through our Constitution. Each student is rewriting the sections in today's language so that they better understand it. Ben Franklin said, "We have a republic, if we can keep it". The way to keep it is to know what the supreme law of the land says.
- In 7<sup>th</sup> grade Utah Studies we're continuing our Pioneer Trail simulation during Enhancement Day Fridays. Will they have what it takes to make to Utah? In class we're learning about Utah's struggle to become a state. Soon we will be bringing the railroad to Utah and driving the Golden Spike.
- In 8<sup>th</sup> grade U.S. History, we are learning about our Second War for Independence, The War of 1812. Many people don't know about it, but many of our national symbols came from this conflict. Uncle Sam, The Star Spangled Banner, our Flag, the White House, and our sense of national pride. Ordinary people like Francis Scott Key, Lewis and Clark, and Dolly Madison, doing extraordinary things. The students are gaining a better appreciation for their country and know that they can also make a difference.
- In 9<sup>th</sup> grade we have moved our studies to Europe. We just finished Greece and Rome and now moving through the Dark Ages to the Renaissance and

- Reformation. Time machines are great! On Enhancement Day the students are finishing their countries. This includes the map, short history, economy, government, culture and flag. The students have really enjoyed this and their work is quite impressive.

Mr.Gustafson

## **Technology**

The Yearbook staff has most of the page designs finished. Now students are diligently organizing and uploading photos. They are getting ready to publish their fourth Lakeview Pride newsletter, which will be distributed to the middle school students next week.

3-D Design students continue to impress their teacher with their creative game designs and programming. As the semester comes to a close, they are working hard to complete this final project.

CTE students just finished a research project called Agriculture Around-the-World, where they each researched crops, livestock, businesses, and technology related to a particular country. Each student has put together a Power Point presentation and will present it to the class.

## **Business Manager's Report**

Hi there:

It has been a busy two months working with the new person from Charter Solutions. I have spent a great deal of time helping her learn the ropes, she is picking things up quickly and doing good work.

Both of the financial reports you have are created by her. I have answers to all your questions about the overages. There is nothing that concerns me based off our previous conversations.

The new copier is installed and running. We are now able to track individual use of the copier, which we hope will help us to curtail the use of paper, and move more toward technology.

There have been some IP address changes from Utah Broadband. It was a rough switch but everything is now much better and more fluid. Over the Christmas break I will be migrating the email server from exchange 2007 to exchange 2010. There are some wonderful security features built into the system that are not available in the current version. However the main reason for the migration is to solve an issue with our main server losing a gateway address to another network controller. The only solution that I have been able to find is to upgrade to Server 2008R2, which our other two servers are running, but this one was built before it was released. In order to upgrade an exchange server you must first migrate the entire thing off of that machine to another machine reload and then re-migrate. It will be quite a process that will take a long time to complete, which is why I have chosen to do the upgrade over the Christmas break so as to not affect anyone at the school.

JAMES FILLMORE

## **FACILITIES      MANAGEMENT      REPORT**

### **JANITORIAL**

Scheduling is complete for Christmas break. We typically work three to

four days over the holidays. We focus on areas of the school that need either deep cleaning or Maintenance. Which is best performed when the building is empty. These tasks include Carpet cleaning, Painting, and deep cleaning of Bathrooms, kitchen, Maintenance storage areas, Stage area, and pods. Plus building maintenance. We also use this time to repair and buff out the hard floor areas. Just a note about Carl and Ginger, they have been with us since the time I took over facilities. They continue to do an excellent job at keeping are school clean and neat, They go to continuing education classes several time a year to stay current with the best practices to keep the facility clean. This says a lot about both of them, especially in a position that normally has high turn over. We are lucky to have them.

### **MAINTENANCE:**

The tile work is finished in the 5-6 south wall and wails inside the new office are.

I have a bid for running tile along the west middle school wall across from the lockers. This wall receives constant abuse the tile would go up to the same height of the rest of the tile work through the school. Waxi is cleaning product supplier. I have set up this account on line so I can place orders much quicker and have a resource that can keep me current on inventory, Budget and order history; I have also set up on line ordering with HD supply. HD is are hardware disrupter I am going to try and order as much as I can on line so the need to leave the school will be reduced.

I had a meeting with Bud Stone and James Fillmore about transferring the Facilities keys to a computerized lock box. This will keep are keys secure by running reports that inform us on what keys the staff have, Who has checked keys out, and will give us an updated inventory report that also includes who has returned their keys, plus other helpful information. We agreed that this is a good solution to a potential security problem. I am planning on having the building completely rekeyed this summer, and then we will install the security box. We have had some persistent leaks in are roof these are very difficult to find, I had a roofing company make the repairs. We lost the winch on the snow plow during are first storm. Ironically I had already placed one on order. I have replaced it along with some new wiring, its ready for the next storm. Witch should be here soon! I have an order ready for fire protection cabinets; they will be installed in the shop area, along with the back equipment shed. This will keep us safety compliant. I have The MSDS safety sheets for are cleaning supply's products. They will be posted in the cleaning closets along with the storage

closet. Previously I have kept them in a file in my office. We are required to keep the in close proximity to where the products are stored. We are looking at the possibility of replacing are facility light timer, we have had considerable problems with the current timer. It has required the installer to come out and reprogram it on several different occasions only to have the issues return.

Bryan Ettinger  
Facilities Manager

Grade	Current Enrollment	Sibling Waitlist (2010-11)	Students Lost	Reason for Exit	Students Gained
K	77	1	0		0
1	76	9	0		0
2	99	0	1	public school	1
3	100	2	0		0
4	98	0	0		0
5	75	0	0		0
6	73	0	0		0
7	50	0	0		1
8	50	0	1	moved out of state	0
9	6	0	0		0
<b>Total</b>	<b>704</b>	<b>12</b>	<b>2</b>		<b>2</b>

## Board Reports

### Tina Smith

I have been enjoying this year immensely and love watching all the wonderful activities that are taking place throughout the school. I was privileged to attend many of the school events and functions that took place during November and December and have been overwhelmed by the incredible talent that we have at Lakeview. This talent is not just limited to the arts, but the academic creativity and talent has been exciting to watch as well. Thanks to all the teacher, parents and students who work hard to make these incredible events so enjoyable to attend and support.

During the month of November and December I have also been working on the following:

- 1) Working with the board to put on a staff Christmas party
- 2) Attended the State Charter Association meetings
- 3) Provided some input on the state's proposed performance matrix and requirements for teachers and schools
- 4) Continue to work with and train the new board members
- 5) Continue to work with the board on strategic planning for the school specifically regarding evaluations for the board and the director
- 6) Worked with the Director on several items
- 7) Worked with the Business Manager and Director on financial matters, the yearly audit, and weekly check signing

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### Joylin Lincoln

I have enjoyed the last few months of maternity leave and looking forward to returning to duty in January.

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### Cory Thorson

No report submitted.

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### Alan Daniels

I attended the Veteran's Day assembly, and it seemed to be well put together. As parents were invited to attend, it would have been nice to sit in chairs verses the sitting on choir risers, or standing. While in the school after regular school hours, I see that the school is still active with various clubs and groups in action.

I had the opportunity to meet with a parent, Mr. Stone, and Tina Smith, regarding an issue the parent/child was facing. Coming out of the meeting, I think that all parties had a better understanding of each other's point of view.

December brought the beginning of the basketball season. I attended the girls and boys games held at Freedom Academy. Our students played hard. The girl's team held their own in the second half, and the boy's had a difficult challenge, but remained positive throughout. Between games I took a self-guided tour of the school. I appreciate the "feel" that is in the hallways of Lakeview, even when the school is vacant.

The December staff potluck was a nice event that was very well planned. I also attended a significant portion of the meeting regarding the Middle School. The vast majority of the comments made by current and former middle school parents were very positive, and encouraging to all, in my opinion. One correction to the meeting that was provided to Mr. Stone the day after the meeting is that the enrollment goal of the middle school is 225 students.

I have read through portions of the Charter and policies over the last two months, and reviewed the IQS survey information.

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### Justin Turner

Justin Turner was excused from a board report this month due to illness.

### Lakeview Academy Elementary DIBELS Benchmark

Elementary 2006-20110		Beginning Benchmark			Middle Benchmark			End Benchmark		
		Intensive	Strategic	Benchmark	Intensive	Strategic	Benchmark	Intensive	Strategic	Benchmark
K	2006-2007	1%	27%	72%	4%	14%	82%	10%	7%	83%
	2007-2008	3%	22%	75%	8%	25%	67%	11%	16%	73%
	2008-2009	10%	35%	55%	8%	20%	72%	16%	9%	75%
	2009-2010	10%	38%	52%	9%	17%	74%	11%	8%	81%
	2010-2011	3%	37%	60%	4%	14%	82%			
1st	2006-2007	2%	10%	88%	8%	26%	67%	11%	20%	69%
	2007-2008	8%	17%	74%	8%	20%	72%	3%	20%	77%
	2008-2009	10%	20%	70%	7%	17%	76%	9%	12%	79%
	2009-2010	12%	13%	73%	9%	16%	73%	14%	11%	73%
	2010-2011	6%	26%	68%	13%	37%	50%			
2nd	2006-2007	11%	19%	70%	13%	13%	72%	13%	31%	67%
	2007-2008	16%	22%	70%	13%	15%	72%	19%	10%	71%
	2008-2009	13%	20%	63%	12%	11%	77%	10%	9%	81%
	2009-2010	12%	22%	66%	7%	13%	80%	11%	8%	81%
	2010-2011	22%	16%	62%	22%	3%	73%			
3rd	2006-2007	7%	21%	72%	10%	23%	67%	11%	32%	57%
	2007-2008	19%	25%	57%	20%	17%	63%	15%	26%	59%
	2008-2009	13%	24%	63%	13%	12%	75%	8%	20%	72%
	2009-2010	14%	18%	68%	10%	20%	70%	12%	23%	65%
	2010-2011	10%	15%	73%	8%	14%	88%			
4th	2006-2007	22%	16%	62%	12%	20%	67%	16%	24%	60%
	2007-2008	16%	17%	67%	12%	17%	71%	13%	20%	63%
	2008-2009	31%	12%	57%	15%	19%	66%	20%	8%	72%
	2009-2010	20%	19%	61%	10%	13%	77%	19%	8%	73%
	2010-2011	17%	23%	58%	13%	15%	72%			
5th	2006-2007	13%	26%	58%	13%	25%	57%	32%	21%	46%
	2007-2008	16%	21%	66%	16%	14%	68%	16%	18%	66%
	2008-2009	19%	16%	65%	15%	13%	72%	13%	10%	77%
	2009-2010	26%	9%	66%	21%	1%	78%	20%	3%	75%
	2010-2011	12%	20%	68%	11%	11%	78%			
6th	2006-2007	12%	16%	73%	22%	21%	57%	33%	22%	45%
	2007-2008	14%	17%	69%	31%	12%	57%	35%	22%	43%
	2008-2009	10%	16%	74%	11%	14%	75%	14%	13%	73%
	2009-2010	12%	11%	77%	13%	14%	73%	13%	16%	70%
	2010-2011	13%	11%	76%	19%	10%	71%			
<b>Total Elementary</b>		<b>Beginning Benchmark</b>			<b>Middle Benchmark</b>			<b>End Benchmark</b>		
		Intensive	Strategic	Benchmark	Intensive	Strategic	Benchmark	Intensive	Strategic	Benchmark
K-6	2007-2008							15%	19%	66%
K-6	2008-2009	15%	21%	64%	12%	15%	73%	13%	12%	76%
K-6	2009-2010	14%	19%	67%	11%	14%	75%	14%	11%	75%
K-6	2010-2011	12%	22%	66%	13%	14%	73%			



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## Board Reports

### Tina Smith

I have been enjoying this year immensely and love watching all the wonderful activities that are taking place throughout the school. I was privileged to attend many of the school events and functions that took place during November and December and have been overwhelmed by the incredible talent that we have at Lakeview. This talent is not just limited to the arts, but the academic creativity and talent has been exciting to watch as well. Thanks to all the teacher, parents and students who work hard to make these incredible events so enjoyable to attend and support.

During the month of November and December I have also been working on the following:

- 1) Working with the board to put on a staff Christmas party
- 2) Attended the State Charter Association meetings
- 3) Provided some input on the state's proposed performance matrix and requirements for teachers and schools
- 4) Continue to work with and train the new board members
- 5) Continue to work with the board on strategic planning for the school specifically regarding evaluations for the board and the director
- 6) Worked with the Director on several items
- 7) Worked with the Business Manager and Director on financial matters, the yearly audit, and weekly check signing

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### Joylin Lincoln

I have enjoyed the last few months of maternity leave and looking forward to returning to duty in January.

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### Cory Thorson

No report submitted.

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### Alan Daniels

I attended the Veteran's Day assembly, and it seemed to be well put together. As parents were invited to attend, it would have been nice to sit in chairs verses the sitting on choir risers, or standing. While in the school after regular school hours, I see that the school is still active with various clubs and groups in action.

I had the opportunity to meet with a parent, Mr. Stone, and Tina Smith, regarding an issue the parent/child was facing. Coming out of the meeting, I think that all parties had a better understanding of each other's point of view.

December brought the beginning of the basketball season. I attended the girls and boys games held at Freedom Academy. Our students played hard. The girl's team held their own in the second half, and the boy's had a difficult challenge, but remained positive throughout. Between games I took a self-guided tour of the school. I appreciate the "feel" that is in the hallways of Lakeview, even when the school is vacant.

The December staff potluck was a nice event that was very well planned. I also attended a significant portion of the meeting regarding the Middle School. The vast majority of the comments made by current and former middle school parents were very positive, and encouraging to all, in my opinion. One correction to the meeting that was provided to Mr. Stone the day after the meeting is that the enrollment goal of the middle school is 225 students.

I have read through portions of the Charter and policies over the last two months, and reviewed the IQS survey information.

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### Justin Turner

Justin Turner was excused from a board report this month due to illness.

Lakeview Academy  
Balance Sheet  
October 31, 2010

ASSETS

Current Assets		
Cash in Bank	\$	745,613.64
Cash in Savings		250,345.44
Petty Cash in Drawer		792.98
State Purchase Card		5,910.79
US Bank - BOND PRN FD		48,333.36
US Bank - BD INT FUND		171,324.59
US Bank - RESERVE FD		676,346.25
US Bank - TX INS ESC		82,481.81
US Bank - REP REPL FD		49,072.35
US Bank - EXP FUND		972.39
US Bank - Analyzed checking		1,089.68
Prepaid Insurance		24,280.26
		<hr/>
Total Current Assets		2,056,563.54
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>2,056,563.54</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll Clearing	\$	7,465.07
Accounts Payable		35,924.70
Income Tax Sweep		494.13
		<hr/>
Total Current Liabilities		43,883.90
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		43,883.90
Capital		
Retained Earnings		2,223,858.95
Net Income		(211,179.31)
		<hr/>
Total Capital		2,012,679.64
		<hr/>
Total Liabilities & Capital	\$	<u><u>2,056,563.54</u></u>

Unaudited - For Management Purposes Only

Lakeview Academy  
Balance Sheet  
November 30, 2010

ASSETS

Current Assets		
Cash in Bank	\$	768,600.45
Cash in Savings		250,478.53
Petty Cash in Drawer		792.98
State Purchase Card		11,698.86
US Bank - BOND PRN FD		60,416.70
US Bank - BD INT FUND		214,155.74
US Bank - RESERVE FD		676,346.25
US Bank - TX INS ESC		84,481.81
US Bank - REP REPL FD		51,878.78
US Bank - EXP FUND		1,197.39
US Bank - Analyzed checking		1,573.33
Prepaid Insurance		24,280.26
		<hr/>
Total Current Assets		2,145,901.08
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
Total Assets	\$	<u><u>2,145,901.08</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll Clearing	\$	9,615.79
Accounts Payable		44,489.72
Income Tax Sweep		494.13
		<hr/>
Total Current Liabilities		54,599.64
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
Total Liabilities		<hr/> 54,599.64
Capital		
Retained Earnings		2,223,858.95
Net Income		(132,557.51)
		<hr/>
Total Capital		2,091,301.44
Total Liabilities & Capital	\$	<u><u>2,145,901.08</u></u>

Unaudited - For Management Purposes Only

Lakeview Academy  
Statement of Cash Flow  
For the four Months Ended October 31, 2010

	Current Month	Year to Date
Cash Flows from operating activities		
Net Income	\$ 22,820.18	\$ (57,793.28)
Adjustments to reconcile net income to net cash provided by operating activities		
A/D- Leasehold Improvements	0.00	0.00
A/D- Furniture & Fixtures	0.00	0.00
A/D- Equipment	0.00	0.00
A/D- Start up Costs	0.00	0.00
State WPU Receivable	0.00	0.00
Federal Receivable	0.00	0.00
Prepaid Insurance	0.00	0.00
Rent Deposit	0.00	0.00
Marketable Securities	0.00	0.00
Valuation Allowance	0.00	0.00
Local Receivable	0.00	0.00
State Receivable	0.00	3,812.00
Federal Receivable	0.00	106,684.36
Prepaid Expenditures	0.00	0.00
Accrued Salaries & Withholding	0.00	(163,664.95)
Deferred Rev - State	0.00	(3,598.00)
Accrued Payroll	0.00	0.00
Payroll Clearing	7,465.07	7,465.07
Accounts Payable	12,740.21	10,916.58
Merit Pay Accrual	0.00	0.00
Employee Retirement Liability	0.00	0.00
Income Tax Sweep	1,456.05	701.12
Home Depot Card	0.00	0.00
	<u>21,661.33</u>	<u>(37,683.82)</u>
Total Adjustments		
Net Cash provided by Operations	<u>44,481.51</u>	<u>(95,477.10)</u>
Cash Flows from investing activities		
Used For		
Net cash used in investing	<u>0.00</u>	<u>0.00</u>
Cash Flows from financing activities		
Proceeds From		
Acc Other Comp Gain	0.00	0.00
Used For		
Acc Other Comp Gain	<u>0.00</u>	<u>0.00</u>
Net cash used in financing	<u>0.00</u>	<u>0.00</u>
Net increase <decrease> in cash	<u>\$ 44,481.51</u>	<u>\$ (95,477.10)</u>
Summary		
Cash Balance at End of Period	\$ 2,032,283.28	\$ 2,032,283.28
Cash Balance at Beg of Period	<u>(1,987,801.77)</u>	<u>(2,127,760.38)</u>
Net Increase <Decrease> in Cash	<u>\$ 44,481.51</u>	<u>\$ (95,477.10)</u>

Unaudited - For Internal Use Only.

Lakeview Academy  
Statement of Cash Flow  
For the five Months Ended November 30, 2010

	Current Month	Year to Date
Cash Flows from operating activities		
Net Income	\$ 78,621.80	\$ 20,828.52
Adjustments to reconcile net income to net cash provided by operating activities		
A/D- Leasehold Improvements	0.00	0.00
A/D- Furniture & Fixtures	0.00	0.00
A/D- Equipment	0.00	0.00
A/D- Start up Costs	0.00	0.00
State WPU Receivable	0.00	0.00
Federal Receivable	0.00	0.00
Prepaid Insurance	0.00	0.00
Rent Deposit	0.00	0.00
Marketable Securities	0.00	0.00
Valuation Allowance	0.00	0.00
Local Receivable	0.00	0.00
State Receivable	0.00	3,812.00
Federal Receivable	0.00	106,684.36
Prepaid Expenditures	0.00	0.00
Accrued Salaries & Withholding	0.00	(163,664.95)
Deferred Rev - State	0.00	(3,598.00)
Accrued Payroll	0.00	0.00
Payroll Clearing	2,150.72	9,615.79
Accounts Payable	8,565.02	19,481.60
Merit Pay Accrual	0.00	0.00
Employee Retirement Liability	0.00	0.00
Income Tax Sweep	0.00	701.12
Home Depot Card	0.00	0.00
	<hr/>	<hr/>
Total Adjustments	10,715.74	(26,968.08)
Net Cash provided by Operations	<hr/> 89,337.54	<hr/> (6,139.56)
Cash Flows from investing activities		
Used For		
Net cash used in investing	<hr/> 0.00	<hr/> 0.00
Cash Flows from financing activities		
Proceeds From		
Acc Other Comp Gain	0.00	0.00
Used For		
Acc Other Comp Gain	<hr/> 0.00	<hr/> 0.00
Net cash used in financing	<hr/> 0.00	<hr/> 0.00
Net increase <decrease> in cash	<hr/> \$ 89,337.54	<hr/> \$ (6,139.56)
Summary		
Cash Balance at End of Period	\$ 2,121,620.82	\$ 2,121,620.82
Cash Balance at Beg of Period	<hr/> (2,032,283.28)	<hr/> (2,127,760.38)
Net Increase <Decrease> in Cash	<hr/> \$ 89,337.54	<hr/> \$ (6,139.56)

Unaudited - For Internal Use Only.

**Lakeview Academy  
Account Reconciliation  
As of Nov 30, 2010  
1030 - Cash in Bank**

**Bank Statement Date: November 30, 2010**

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			745,613.64
Add: Cash Receipts			16,056.00
Less: Cash Disbursements			171,231.17
Add (Less) Other			<u>(164,300.36)</u>
Ending GL Balance			<u>768,600.45</u>
Ending Bank Balance			772,603.52
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
	Apr 30, 2010	201385	(131.83)
	Nov 1, 2010	201482	(1,929.79)
	May 1, 2009	2340	(550.96)
	May 5, 2009	2342	(80.00)
	May 6, 2009	2355	(174.88)
	May 6, 2009	2364	(46.48)
	May 11, 2009	2412	(33.52)
	Jun 3, 2009	2452	(20.10)
	Jun 10, 2009	2479	(19.44)
	Oct 27, 2009	2813	(60.00)
	Sep 16, 2010	3486	(36.98)
	Oct 7, 2010	3544	(21.60)
	Oct 13, 2010	3561	(23.98)
	Oct 13, 2010	3568	(1,110.00)
	Oct 22, 2010	3582	(6.00)
	Oct 22, 2010	3594	(29.05)
	Nov 4, 2010	3622	(67.28)
	Nov 4, 2010	3623	(47.87)
	Nov 4, 2010	3625	(20.85)
	Nov 11, 2010	3637	(50.00)
	Nov 18, 2010	3659	(440.25)
	Nov 18, 2010	3662	(2,973.92)
	Nov 18, 2010	3668	(913.90)
	Nov 18, 2010	3669	(69.37)
	Nov 18, 2010	3670	(16.35)
	Nov 18, 2010	3671	(121.55)
	Nov 18, 2010	3672	(38.11)
	Nov 18, 2010	3674	(30.54)
	Nov 18, 2010	3675	(116.19)
	Nov 18, 2010	3677	<u>(59.50)</u>
Total outstanding checks			(9,240.25)
Add (Less) Other			
	Jun 30, 2010	Cheques back	<u>5,237.18</u>
Total other			5,237.18
Unreconciled difference			0.00
Ending GL Balance			<u><u>768,600.45</u></u>

Lakeview Academy  
 Monthly Report  
 Compared with Budget  
 For the Five Months Ending November 30, 2010

Account ID		Current Month	Annual	Year to Date	Year to Date	Percentage
	Actual	Actual	Budget	Actual	Variance	Used/Received
<b>Revenues</b>						
01.130A	Student Fees	202.00	\$ 9,200.00	\$ 3,947.77	(5,252.23)	42.91
01.310	Income - Background Checks	120.00	1,000.00	1,540.00	540.00	154.00
01.500	Income - Interest Income	133.09	2,000.00	478.53	(1,521.47)	23.93
01.610	Lunch Fee - Students	8,702.41	75,000.00	33,827.54	(41,172.46)	45.10
01.620	Lunch Fee - Adult	0.00	1,500.00	0.00	(1,500.00)	0.00
01.900B	Fundraising	6,004.44	20,000.00	19,297.73	(702.27)	96.49
01.900E	Income - Student Government EM	0.00	1,800.00	0.00	(1,800.00)	0.00
01.900M	Income - Student Government MS	516.60	0.00	922.96	922.96	0.00
01.900O	Student Government - Orphanage	15.00	100.00	49.50	(50.50)	49.50
01.920	Income - Corporate Donation	0.00	0.00	500.00	500.00	0.00
	<b>Local Revenue Subtotal</b>	<b>15,693.54</b>	<b>110,600.00</b>	<b>60,564.03</b>	<b>(50,035.97)</b>	
03.010	Income-K-12 WPU	150,093.00	1,563,079.35	682,474.00	(880,605.35)	43.66
03.020	Income - Professional Staff	11,344.00	62,523.17	33,208.00	(29,315.17)	53.11
03.105	Income - Special Ed Add-on	15,956.00	179,745.75	79,778.00	(99,967.75)	44.38
03.110	Income - SPED Self-Contained	1,493.00	25,770.00	7,463.00	(18,307.00)	28.96
03.155	Career And Tech Add On	454.00	0.00	1,923.00	1,923.00	0.00
03.211	Income - Accelerated Learning	0.00	2,122.93	544.00	(1,578.93)	25.62
03.215	Income - At-Risk Student Progra	380.00	4,497.86	1,900.00	(2,597.86)	42.24
03.218	Income - Homeless & Minority	397.00	0.00	397.00	397.00	0.00
03.230	Income - Class Size Reduction	13,533.00	151,836.36	66,662.00	(85,174.36)	43.90
03.270	Income - Interventions for Stud	0.00	11,833.79	3,124.00	(8,709.79)	26.40
03.405	Income - Soc Security & Retirem	0.00	208,549.95	0.00	(208,549.95)	0.00
03.410	Flexible Allocation	19,251.00	0.00	96,256.00	96,256.00	0.00
03.520	Income - LAND Trust	0.00	23,756.58	29,407.00	5,650.42	123.78
03.719	Income - Charter Local Replacem	97,079.00	1,065,520.00	485,396.00	(580,124.00)	45.55
03.770	State Liquor Control Tax	1,144.00	18,800.00	(425.00)	(19,225.00)	(2.26)
03.799	Income - Summative Testing	148.00	0.00	444.00	444.00	0.00
03.805	Income - Reading Achievement	0.00	13,712.22	5,683.00	(8,029.22)	41.44
03.810	Income - Library Books and Supp	40.00	588.84	198.00	(390.84)	33.63
03.842	Income - Administrative Costs	6,250.00	69,100.00	31,250.00	(37,850.00)	45.22
03.868	Income - Teachers Mat. & Supp.	0.00	5,700.00	4,986.00	(714.00)	87.47
03.876	Income - Educator Salary Adjus	15,478.00	183,518.00	77,390.00	(106,128.00)	42.17
03.990	Income - U-PASS	0.00	0.00	296.00	296.00	0.00



*Developing youth who are*  
CAPABLE  
CONFIDENT &  
CONTRIBUTING

April Thompson  
1982 N. Tuscany Dr.  
Saratoga Springs, UT 84045  
801-766-8185  
athompson@connect2.com

December 13, 2010

Board of Trustees  
Lakeview Academy  
527 W. 400 N.  
Saratoga Springs, UT 84045

Dear Lakeview Academy Board of Trustees:

After much soul searching and thoughtful consideration, I am writing to let you know that I am resigning my position as Vice President of the Board of Trustees. I am interested in applying for the 7<sup>th</sup>/8<sup>th</sup> grade science teacher position.

It is hard to describe the emotions I feel at this time. Forgive me for being brief in this letter; I don't think I could begin to convey the feelings of my heart at this time. I have enjoyed immensely my work on the board and my association with each of you. I have great respect and admiration for the work you do and the school you lead. I stand in awe of what you accomplish and the sacrifices you make. It has been one of the greatest parts of my life serving with each of you. I feel the loss of this opportunity keenly.

I am grateful to know that each of you will still continue to be my "biggest cheerleader." I thank you for your support of my decision and know that I will always stay your "biggest cheerleader;" however I end up serving Lakeview Academy in the future.

Sincerely,

April Thompson

Wednesday, January 05, 2011

Dear Board of Trustees:

I am pleased to announce the appointment of the following individuals to our Site Advisory Council for the 2010-2011 school year.

Camille Purtschert as the Committee Chairman  
Julie Anderegg as the Fundraising Committee Chairman  
Monica Sanborn as the Middle School - School Life Chairman  
Sarah Giorgis as the Elementary - School Life Chairman  
LeAnn Peterson as the Public Relations Committee Chairman

I sincerely appreciate the hard work and dedication of these wonderful parents who have already worked so hard to help us achieve our goals. I look forward to working with them to accomplish our goals for 2010-2011.

Sincerely,

Harold W. Stone  
Director  
Lakeview Academy



Developing youth who are  
 CAPABLE  
 CONFIDENT &  
 CONTRIBUTING

## Lakeview Academy Board Performance Review

The BOT will have the ability to determine each year who will do the board performance review.

INFORMATION						
Review Period	2010-2011 school year				Date	
Ratings:	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent	
<b>Categories</b>						
<b>Ensure the Implementation of Lakeview Academy Charter</b> The following items were considered	<input type="checkbox"/>					
Hire the Director of Lakeview Academy, Approve the school's yearly goals, and improvement strategies Approve all school fees, handbooks agreements, and contracts Participate in Monthly Board Meetings Participate in committees and fulfill other roles as assigned by the Board President, Follow Utah Open Meeting Law Participate in the grievance process Manage elections Maintain professional behaviors and confidentiality Report to the state as required						
<b>Comments/Goals regarding Ensure the Implementation of Lakeview Academy Charter section:</b>						
<b>Ensure the Success and Mission of Lakeview Academy</b>	<input type="checkbox"/>					
Evaluate the success of the mission Evaluate Ends Policies						
<b>Comments/Goals regarding Program and General Management section</b>						
<b>Governance Management:</b> The following items were considered	<input type="checkbox"/>					
Defining Governance ( agenda packets put together in a timely fashion, governance training, charter training, and policy development) Delegation (facilities, records, legal, posting of agenda according to law, contracts) Monitoring (monthly board member reports, meeting minutes, board Meeting evaluations, director evaluations, policy evaluation, surveys, communication, board evaluations, educational coordinator evaluation)						

**INFORMATION**

Review Period	2010-2011 school year	Date
---------------	-----------------------	------

**Comments/Goals regarding this section**

**Development Management:**       
The following items were considered

- Community Support (newsletter, state meetings, PAPCS meetings, B-day cards, Faculty Meetings, School Events, Luncheons, Letters)
- Financial Support (sign checks, financial checks and balances)
- Political Support (advocacy with State)

**Comments/Goals regarding this section:**

**Professional Behavior and Development:**       
The following items were considered

- Attends workshops, seminars and conferences as assigned
- Attends monthly meetings
- Complies with Lakeview Academy Conflict of Interest Policy and State Law
- Board members do not make unilateral decisions on their own.
- Ethical, businesslike, and lawful conduct including proper use of authority and appropriate decorum when acting as a board
- State laws and regulations are known and followed
- Board models professional, ethical, and responsible behavior
- Board has a positive working relationship with the Director

**Comments/Goals regarding this section:**

**EVALUATION CONCLUSION:**

**Overall Rating** (average the rating numbers above)

ADDITIONAL COMMENTS/GOALS

**VERIFICATION OF REVIEW**

*By signing this form, you confirm that you have discussed this review in detail with the rest of the Board of Trustees. Signing this form does not necessarily indicate that you agree with this evaluation.*

Signature	Date
Signature	Date
Signature	Date





**Governing Board**  
**Roles and Responsibilities**

1. Our board roles and responsibilities now fall into six (6) areas:
  - a) Define Governance
  - b) Delegate
  - c) Monitor
  - d) Develop Community Support
  - e) Develop Financial Support
  - f) Develop Political Support
  
2. As agreed upon – this lists the specific tasks to be performed during the 2010 school year:
  - a) Define Governance
    - Agenda packet – Tina, Joylin, Kim (put together for bd meetings)
    - Governance training – Tina (based upon input from bd – plan and execute training)
    - Charter Training – April (done monthly in meetings)
    - Policy Development – entire board members
  
  - b) Delegate
    - Facilities – Alan (assist with facility issues as required by bond)
    - Records – Joylin, Kim (keep organized and up to date as required by policy)
    - Legal – Joylin (keep us in compliance)
    - State Meeting posting – Joylin, Kim
    - Contracts – Tina (sign all contracts and agreements – approved by board)
  
  - c) Monitor
    - Monthly board member report – entire board members
    - Meeting Minutes – Joylin, Kim
    - Board meeting evaluations – entire board members
    - Director evaluations – entire board members
    - Educational Coordinator evaluations – entire board members
    - Surveys – Alan
    - Check the BOT – Cory
    - Policy Evaluations – entire board members (need to monitor compliance with school policies)
    - Board Evaluations – entire board members
  
  - d) Develop Community Support
    - Newsletter – Alan
    - State meetings – Tina, April, Joylin (attend and build relationships)
    - UAPCS meetings – Tina, April, Joylin (attend and build relationships, support movement)
    - Birthdays – April (write cards to each employee)
    - Develop relationships with other charter school board members – entire bd members

- Faculty meeting – entire board members (build relationship – get to know the school you evaluate)
- School events – entire board members (build relationship – get to know the school you evaluate)
- Faculty potlucks – entire board members (build relationship – get to know the school you evaluate)
- Welcome to school letter to parents – April (build relationship with parents)
- Close of school year letter – ? (build relationship with parents)

e) Develop Financial Support

- Sign checks – Tina, Cory
- Internal controls for financial checks and balances – Tina, Cory
- Financial policies review and proposal- Cory

f) Develop Political Support

- Advocacy with state – Cory (work with association to further charter school movement as well as promote Lakeview's success)

Develop relationships with politicians - Tina

## School LAND Trust Program

**Person responsible for implementing the plan:**

**Name:** Bud Stone

**District:** Charter Schools

**Email:** [bstone@lakeview-academy.com](mailto:bstone@lakeview-academy.com)

**School:** Lakeview Academy

### ACADEMIC PLAN AND PROGRESS REPORT FOR 2009-2010

**1. Did the committee view the DVD, *A Matter of Trust*?**

Yes

**2. Most critical need(s) addressed in this plan:**

Critical needs identified in the School Plan      Critical needs identified in the Progress Report

Reading		Reading	
Fine	Arts	Fine	Arts
Science		Science	
Foreign Language		Foreign Language	

**3. School Plan Description:**

**3. What will be done and how the money will be spent to improve student academic performance.**

**a**

Reading: Our school has adopted the Star Tutoring system to implement in the lower grades. While we are depending on parents to help us run the program, we need to hire a coordinator to follow through with the daily preparation and overseeing of students that we are helping. We are expecting this person to be paid our our teacher's aid rate. Fine Arts: Rather than give our teachers one more thing to prepare for, Lakeview Academy has elected to hire a Art teaching specialist. By hiring an art specialist, we are meeting one of the focuses of the school which is teaching "art, science and technology". We will use Trustland monies to supplement the school budget for the salary and benefits of our art teacher, Mrs. Matthews. Science: Our CRT test score indicate Science as our lowest area across the school. Specifically, we are hoping to improve our scores on the ILO sections. This past year we have participated in the "Project West" program. We have had a science mentor coming to our 4th and 5th grades each week providing hands on science learning. We are anxious to provide this opportunity to our 3rd and 6th grade classes next year. In addition to hands on learning for the students, the mentors work with our teachers to improve science teaching, moving away from textbook teaching. Foreign Language: Another focus of Lakeview Academy is the instruction of Spanish for all students. Our middle school has a Spanish teacher, but our Elementary has been using a Spanish teaching specialist rather than having our elementary teachers teach Spanish. We will use Trustland monies to supplement the salary and benefits of our Elementary Spanish teacher, Mrs. Lambson

**3. Specific goals for student improvement.**

**b**

Reading- Hire coordinator for Star Tutoring program. (\$9,000) Fine Arts--Renew contract with Mrs. Matthews for teaching art to elementary students (\$12,000) Science--Subsidize "Project West" science mentoring program for 3rd and 6th grades (\$5,000) Foreign Language--Renew contract with Mrs. Lambson for teaching Spanish to elementary students (\$12,000)

**3. How academic improvement will be measured or assessed.**

**c**

Reading--Progress in the STAR program will be measured by our DIBELS and CRT testing. We will use these two assessment tools to monitor individual student progress. Fine Art progress will be measured by the continued implementation of "Meet the Masters" and the visible increase of art displayed around the school. Science progress will be measured by the CRT tests. Attention will be paid to the scores on the ILO sections of the reports. Foreign Language progress will be measured by testing given at the beginning and end of school. Comparisons will be made. The Spanish teach will also prepare student to perform in mid-year and year end assemblies to showcase what they are learning. Parent input will help us measure success of school assemblies.

**3. If distributed funds are greater than estimated, the school will spend the money to implement goals as follow:**

**d**

Should additional funds be available, the committee is unanimous in wanting to provide additional resources to the sciences. We would

aim to spend extra money on a weather bug station or on \"Science Day\" with USU coming in and doing hands on science for a day with all elementary students.

**4 This is how the plan relates to the School Improvement Plan:**

The improvement plan of the school is based on the charter which specifically highlights, art, science and technology. We also have as part of our charter Spanish as a second language. We feel this is key for our student to have exposure to and a draw for many parents. The monies we are requesting will all go directly to one of these main focuses.

**5. How the school is implementing the 2009-2010 Plan and how the school LAND Trust money is being spent.**

1. Our Science fellow with Project West has been completely paid for at the amount of \$18,000. He is working with our 3rd and 6th grade classes. His role is to involve the students in hands on science experiments and concepts while at the same time modeling effective science teaching for our 3rd and 6th grade teachers so that they can replicate this experience next year. He comes in weekly to work with these classes

2. We have purchased the Weather Bug station for our school for the price of \$7,000. This is the basic model along with a camera purchased from another vendor for a cheaper price. The Weather Bug station is available to the entire school, K-9 for science instruction. Our 1st and 4th grades are using it in conjunction with their state core standards. Next year we are planning on it being available for the middle school for their daily broadcast to the school so they can give current weather reports.

3. Our remaining \$1,328 was used to purchase as many NetBooks as possible. Our business manager has been scouring deals available to school to maximize our purchase. Our K-2 pod is using them weekly as part of their language arts and math instruction during center time.

**6. 2009-2010 School Plan Financial Proposal and Progress Report.**

Available Funds	Planned Expenditures (entered by the school)	Estimated (entered Report)	Expenditures from Progress
Carry-over from 2008 - 2009	\$0	\$0	
Distribution for 2009 - 2010	\$26328	\$26328	
<b>Total Available Funds for 2009-2010</b>	\$26328	\$26328	
Salaries and Employee Benefits (100 and 200)	\$33000	\$-	
Professional Development and Technical Services (300)	\$5000	\$-	
Repairs and Maintenance (430)	\$0	\$-	
Other Purchased Services (Travel / Admission / Printing) (500)	\$0	\$-	
General Supplies (610, 630 and 733)	\$0	\$-	
Textbooks (641)	\$0	\$-	
Library Books / Periodicals / Audiovisual (644, 645, 646)	\$0	\$-	
Software / Technology related Hardware / Other Equipment (670, 734, 739)	\$0	\$-	
<b>Total Expenditures</b>	\$38000	\$26328	
<b>Remaining Funds (Carry-over to 2010 - 2011)</b>	\$-11672	\$0	

**6. Explanation of any planned expenditure in General Supplies.**

**a**

This question is not applicable.

**6. Explanation of funds carried over in excess of one third of the distribution.**

**b**

This question is not applicable.

**7. If Lakeview Academy has used School LAND Trust funds to acquire matching grants or donations, please explain below.**

**a**

7. Amount:

b

0

8. How the plan and results will be publicized.

a

- Letters to State Senators, Representatives, Governor, Attorney General, State Treasurer, and Congressional Delegation
- School newsletter
- School website

8. Other. Please explain.

b

9. In order for schools to receive School LAND Trust Program funds, councils must follow the law. You may view the School Community Council Law by clicking [here](#) and the School LAND Trust Program Law by clicking [here](#). To assure the law has been followed, answer the following questions by clicking Yes or No. All "No" answers require an explanation in the box provided below.

9. Notification was provided two weeks in advance of elections for the School Community Council.

a

Not Applicable

9. Parents were elected by parents or when there were unfilled positions, the parent members on the council appointed parent members to fill the positions.

b

No

9. Employees were elected by employees or when there were unfilled positions, the employee members on the council appointed employee members to fill the positions.

c

Not Applicable

9. Proper notice of meetings was provided to the public by posting on the school door beginning the day before the meeting or annual notice was given at the beginning of the school year for regularly scheduled meetings.

d

No

9. For contested races, the election was overseen by the principal or designee and was conducted by means of secret ballots, deposited in a secure ballot box. The results were kept on file by the principal.

e

Not Applicable

The following schedule and report summaries are provided on the school website AND via required means to each individual household with a student attending the school.

9. f
- A meeting schedule for the year, within the first two weeks of the school year that includes the date, time and location of each meeting.
  - A summary of the Final Report of the School LAND Trust Program Plan implementation for the prior year in the fall of the following year
  - A mid-year summary of the council's actions and activities to date

Not Applicable

9. Explanation of any "No" answers.

g

We have not had elections for the parent positions simply because interest in the Trustland Committee has been so low. Any parent that wanted to participate was added to the committee. We ended up with six parents coming to each of our monthly meetings.

We have made invitations for anyone interested to come and attend, and we have posted the agenda of the meetings on the front door of the school prior to the meetings. We have failed to post the notes of the meeting on the school website. All those who attended the meetings were sent a recap of the meeting instead. We will amend that oversight next year. We will also ask our school technology person to add a link for Trustlands to our school website so that any interested parents can learn about what is being done in this committee.

## 2010-2011 SCHOOL PLAN

1. Have the current members of the Council/Committee viewed the training DVD *A Matter of Trust*? If not, please provide the opportunity for them to do so. Please [click here](#) to have another DVD sent to the school if you no longer have the original.

Yes

2. School's identified most critical need(s) addressed in this plan:  
Please check only the primary area(s). Improvement in some academic areas may improve all other academic areas but if the goal is to improve reading or technology, only check that area.

Fine Arts

Technology

List the most critical academic area identified by the school community council (or committee for charter schools) and explain why the area has been selected. Remember, the law requires that the area must be the "most critical academic need."

3. Briefly describe the School LAND Trust Plan. Plans should be research based and include specific quantifiable measurements.

### Academic

### Goals:

Enter specific academic goal(s) Lakeview Academy has set to improve student performance with School LAND Trust money. Please describe specifically what part of the goal is being supported by School LAND Trust money, if addressing goal(s) will use additional funds. Be certain that these narratives and the Financial Proposal agree.

1. Provide mobile computer lab. This has three purposes. 1-Allow for better year end testing conditions for our students. Currently the few computers we have are on such a strict time table that some students are forced to take their CRT's near the end of the day when they are tired. 2- Allow teachers more access to the computers during their daily teaching. 3- Meet the goals of our charter of being a science, arts and technology school. When computers are limited, there is not much time for learning and creative application of technology skills.

2. Provide a kiln for our art room. One of the key pieces of our charter is that we will encourage education in the fine arts. Our students have had limited experience with ceramics and clay due to the high price of using an outside kiln for firing their projects.

3. Enhance the audio abilities of our SmartBoards. Each classroom has a SmartBoard installed, but the speakers that accompany them are insufficient. Teachers are unable to use the full capabilities of the SmartBoards because not all the students can hear if a movie clip or online demo is displayed.

### Planned

### Steps:

Describe in detail the steps Lakeview Academy will take to reach each goal. Describe specific actions (Hire a remediation reading teacher, purchase microscopes for AP Biology class, provide professional development to improve writing instruction) that will be taken to achieve the goal. In short, please provide a road map to success. Be sure to identify any actions described in the planned steps that will be funded with revenue other than School LAND Trust. If you will be spending funds for professional development, please describe the planned training and how it supports the goal and academic area of focus. Please specifically explain what the funds will be used for (tuition for the course, travel, substitute teachers).

1. We will have our business manager purchase 25 laptops, a rolling cart, a printer and any needed cords and accessories so that a third computer lab will be available for teachers to use in the 2010-2011 school year.

2. Purchase kiln for art room and have installed for 2010-2011 school year. (Trustland money will purchase the kiln, but other school funds will pay for the installation of the kiln.)

3. Basic speakers for each classroom will be purchased and installed for each teacher for the beginning of school.

**Measuring Progress toward goals:**  
 Which beginning and ending specific quantifiable measurements is Lakeview Academy going to use to measure progress towards each goal? The same beginning and ending measurements (test scores, number of library books checked out, informal teaching assessment, etc) must be used so results can be compared. What is the target to be achieved? [How to enter a chart or table.](#)

1. Goal will be met if we have mobile laptop lab available to all teachers within the first few weeks of school. We will also meet this goal if all students are able to take year end tests during the morning hours of the day. Finally we will have met this goal if this mobile computer lab is used 4-5 times per week.

2. Goal will be met when kiln is installed. We will also ask for a number of ceramic projects fired at year end.

3. Goal will be met when speakers are purchased and installed. Input from teachers will also be sought to determine how effectively the speakers are working and what instruction they are able to vary by using the SmartBoards.

**Plans for expenditures of increased distribution:**  
 The 2010 - 2011 distribution is an estimate. If the actual distribution is more than the estimate, how will the school expand progress towards the goals described in the plan, with an increased distribution? Please provide an adequate explanation of academic use so that it will not be necessary to go back to the school board for approval to expend an increased distribution. Please be aware it is not likely that schools will see the kind of increases as in recent years, but some increase is possible.

Should additional funds be available, our committee has determined to spend funds on the purchase of stage curtains. This would be a huge help for our drama classes. They are currently inventing strange curtains out of PVC and black fabric. They will also provided added sound absorption so that the student body and parents can better enjoy performances that are presented in our cinder brick gym.

Beyond that, should there be more funds available our teachers have expressed an interested in some of the SmartBoard accessories that would help in math and science instruction. (i.e. graphing tools, and desktop tablets that allow group work to be displayed on main screen)

4. The School LAND Trust plan should be an academic subset of the school improvement plan/strategic plan. How does this plan relate to the school improvement plan/strategic plan?

Each of the above items reflects a need that will enable Lakeview Academy to better meet it's overarching goals of providing education in science, arts and technology.

5. Financial Proposal - This Financial Proposal must match the narratives provided in the School Plan.

ESTIMATED Carry Over from 2009-2010 (automatically entered from Progress Report)	\$8023
ESTIMATED Distribution in 2010-2011	\$24543
Total ESTIMATED Available Funds 2010-2011	\$32566
Salaries and Employee Benefits (100 and 200)	\$0
	\$0
Professional Development and Technical Services (300)	\$0
Repairs and Maintenance (430)	\$0
Other Purchased Services (Travel / Admission / Printing) (500)	\$0
General Supplies (610, 630 and 733)	\$3900

Textbooks (641)	\$0
Library Books / Periodicals / Audiovisual (644, 645, 646)	\$3100
	\$0
Software / Technology related Hardware / Other Equipment (670, 734, 739)	\$17543
	\$0
	\$0
<hr/>	
ESTIMATED Total Spent in 2010-2011 (automatically calculated)	\$24543
ESTIMATED Carry Over to 2011-2012 (automatically calculated)	\$8023

**Please explain any planned expenditures in Other Purchased Services.**

**Please explain any planned expenditures in General Supplies.**  
Please include each general category with the associated dollar amounts.

The kiln will be purchased from the Trustland monies. We are allowing \$3,900 for this purchase. It is intended that the installation of this kiln be funded by the school.

**If you plan to Carry Over more than one third of your distribution, please explain below.**

This question is not applicable.

**6. If Lakeview Academy has used School LAND Trust funds to acquire matching grants or donations, please explain below.**

Amount:

\$0

Sources:

**7. How will the plan and results be publicized to your community? (Please check all that apply)**  
If you would like stickers or a stamp to identify School LAND Trust purchases such as books or computers, [click here](#) to request them.

Letters to State Senators, Representatives, Governor, Attorney General, State Treasurer, and Congressional Delegation

School newsletter

School website

Other: Please Explain.

Agenda of upcoming meeting is posted on the front doors of the school.

**8. In order for schools to receive School LAND Trust Program funds, councils (Trust Land Committees for Charter Schools) must follow the law and State Board Rule. You may view the State Board Rule for Charter Schools that establishes the Trust Lands Committee by [clicking here](#), School Community Council Law by [clicking here](#) and the School LAND Trust Program Law by [clicking here](#). The State Board Rule on School Community Councils is viewable by [clicking here](#) and the Rule on the School LAND Trust Program is viewable by [clicking here](#). Some programming in this form requires compliance in the law and rule. To assure that schools understand other compliance requirements, please answer the following questions by clicking Yes or No. All "No" answers require an explanation in the box provided below.**

NOTE for Charter Schools: Only the underlined portion of the second and fourth questions apply, though you may still need to provide a brief explanation for "No" answers to avoid getting an error message.

**Notification was provided two weeks in advance of elections for the School Community Council. Including the positions that are available, dates and times of elections, and instructions for becoming a candidate.**

Not Applicable

**Parents were elected by parents or when there were unfilled positions, the parent members on the council appointed parent members to fill the positions.**

No

Employees were elected by employees or when there were unfilled positions, the employee members on the council appointed employee members to fill the positions.

Not Applicable

The public is welcome to attend meetings and notice is provided so they can participate, including posting an agenda on the door of the school beginning the day before each meeting. The notice included the date and location of the meeting. Written minutes of all meetings are being kept along with a recording labeled with the date, time and place. The notice of the upcoming meeting and the minutes of the prior meeting are posted on the school website at least one week in advance.

No

For contested races, the election was overseen by the principal or designee and was conducted by means of secret ballots, deposited in a secure ballot box. The results were retained.

Not Applicable

The following schedule and report summaries are provided on the school website AND via required means to each individual household with a student attending the school.

- A meeting schedule for the year, within the first two weeks of the school year that includes the date, time and location of each meeting.
- A summary of the Final Report of the School LAND Trust Program Plan implementation for the prior year in the fall of the following year
- A mid-year summary of the council's actions and activities to date

Not Applicable

Explain any 'No' answers.

We have not had elections for the parent positions simply because interest in the Trustland Committee has been so low. Any parent that wanted to participate was added to the committee. We ended up with six parents coming to each of our monthly meetings.

We have made invitations for anyone interested to come and attend, and we have posted the agenda of the meetings on the front door of the school prior to the meetings. We have failed to post the notes of the meeting on the school website. All those who attended the meetings were sent a recap of the meeting instead. We will amend that oversight next year. We will also ask our school technology person to add a link for Trustlands to our school website so that any interested parents can learn about what is being done in this committee.

9. Schools now decide the beginning date of the School Community Council terms. Terms run for two consecutive years. Please enter the beginning date of the term for your Council members for the new School Year. (This question is not required for charter schools, please enter 00/00/0000 if not applicable for your committee.)

00/00/0000

10. The State Board Rule requires reporting of the dates when local boards approved the other four plans community councils are responsible for. Please enter the most recent approval date for each plan listed.

School Improvement Plan required for all schools	Not Applicable
Professional Development Plan required for all schools	Not Applicable
Reading Achievement Plan required for all schools with K-3 grades	11/30/2009
Child Access Routing Plan required for all elementary, middle & jr high schools	Not Applicable

# Lakeview Academy

## Employee Handbook

2010-2011  
School Year

**Lakeview Academy**  
527 W. 400 N  
**Saratoga Springs, UT 84045**

[www.lakeview-academy.com](http://www.lakeview-academy.com)

## **MISSION STATEMENT**

Our mission is to develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity and character development.

**Capable:** A student who is knowledgeable, inquisitive, and an open-minded problem solver.

**Confident:** A student who is able to approach situations with courage, integrity and a strong sense of self-worth.

**Contributing:** A student who is caring, responsible and proactive in his/her family and community.

## **PHILOSOPHY**

Our philosophy is education should be individualized so each student can maximize his or her learning potential. We believe in building a strong foundation on the "basics" to establish successful, lifelong learning. We also believe that the school environment should be well rounded. Lakeview Academy believes a well-rounded education includes instruction from these four areas as defined below:

Communication- reading, writing, speaking, and listening

Reasoning- mathematics, science, and technology

Culture- history, art, music, and foreign language

Personal Development- study skills, character development, social skills, and community service

## **NON-DISCRIMINATORY POLICY**

Lakeview Academy admits students of any race, color, national or ethnic origin and honors all the rights, privileges, programs and activities generally accorded to, or made available to, students in the school. Lakeview Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, athletic teams, or other school administered programs.

## **WHAT IS A CHARTER SCHOOL?**

Charter schools are public schools created by a group of parents, teachers and/or community leaders who see an educational need in their community and want to meet that need. To operate, charter founders must submit an application for approval by the State Charter School Board or the board of a school district. Like other public schools, charter schools serve students from kindergarten through the 12th grade.

Charters schools offer parents and students additional choices about where students attend school and the school's curricular emphasis. They allow educators freedom to try new strategies to inspire students and to experiment with innovative ways of educating students. Also, charter schools allow individuals and organizations outside of the traditional education system to create and run public schools.

## **RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

The Board of Trustees is responsible for the overall operation of the school and its financial viability. Any authority not mandated by statute or State or District policy either resides with the Board of Trustees or is delegated by the board. The Board of Trustees may choose to withdraw decision-making authority and/ or management responsibility of a subordinate(s) from an individual or group to whom authority has been delegated. Some of the responsibilities of the Board of Trustees are:

- Guide and ensure the implementation of Lakeview Academy's charter
- Guide and ensure the success and mission of Lakeview Academy
- Approve the school's yearly goals and improvement strategies as established by the Director(s)(s)
- Make all major school policies
- Conduct, manage, and control the affairs and activities of Lakeview Academy
- Establish rules, regulations, and policies
- Elect Trustees, appoint committees, and delegate authority

- Enter into contracts, leases, and other agreements which are, in the Trustees judgment, necessary or desirable in advancing the interests of Lakeview Academy
- Amend the corporation's bylaws as deemed necessary
- Hire employees and renew employee contracts
- Report to the State as required
- Oversee the Director(s) and the Lakeview Academy Site Advisory Council
- Manage any elections
- Manage conflict resolution of issues in the school community
- Monitor and measure the school's three year charter implementation plan, which will be developed by the school's Director(s)

## Lakeview Academy Charter School Employment

### **THE EMPLOYMENT RELATIONSHIP**

This general statement of policy applies to all employees of Lakeview Academy Charter School by joining or continuing employment with the Lakeview Academy Charter School each employee agrees to follow official policies and practices which may be in force at any time.

- Unless otherwise provided in a written Employment Agreement, all employees should remember that the employment relationship exists by mutual agreement. Consequently, either party can terminate the employment relationship at will, at any time, with or without notice. This manual therefore does not constitute an agreement for continued employment or any employment of any length. No one is authorized to change that at will nature of the employment relationship unless it is done in writing and signed by the Director(s) and Board President.
- Lakeview Academy, operating through its Board of Trustees, may establish policies, guidelines, procedures, and regulations for the operation of Lakeview Academy. When Lakeview Academy, at its discretion, determines that progressive disciplinary steps or warnings, or evaluations of staff are in its best interest, it will employ those tools. However, no policy, guideline, regulation, or practice relating to the training, and discipline of staff shall create any expectation of continued employment or any expectation of any particular process or disciplinary procedure. The employees of Lakeview Academy understand and acknowledge that the Lakeview Academy retains its status as an at-will employer at all times.

### **EQUAL OPPORTUNITY EMPLOYMENT**

Lakeview Academy Charter School is an equal opportunity employer. This means that employment decisions are based solely on qualifications for a specific position, and not on age, gender, race, color, ancestry, religion, sexual orientation, marital status, national origin, or any medical condition or physical or mental disability which does not directly affect a person's ability to meet the specific requirements of the position. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, advancement, training, transfer, discipline, layoff, and discharge.

- **Disabled Employees:** Lakeview Academy Charter School will make reasonable accommodations for disabled employees. If you require accommodation, it is your obligation to contact the Director(s). You will be asked to provide appropriate documentation.
- **Reporting Violations:** The equal employment opportunity officer is the Director(s). If you believe you have been discriminated against any impermissible basis, including any of the basis identified above, please report it immediately using the procedures for reporting complaints:  
[http://www.eeoc.gov/charge/overview\\_charge\\_filing.html](http://www.eeoc.gov/charge/overview_charge_filing.html)

### **FULL-TIME EMPLOYEES WHOSE EMPLOYMENT AGREEMENT SCHEDULES 32 HOURS OR MORE OF WORK IN A GIVEN WORK WEEK DURING THE SCHOOL YEAR.**

#### **REGULAR PART TIME EMPLOYEES**

Employees who are regularly scheduled a minimum of 20 but fewer than 32 hours per week during a 10-month period

#### **PERSONNEL FILES**

Employee files and benefit records are considered confidential.

#### **TEACHING LICENSES**

Teachers have been hired with current Education Licenses in the state of Utah, or teachers have been hired with the understanding that they would pursue an ARL (Alternative Route to Licensure). Taking and passing necessary tests, and taking necessary course work to maintain this credential is the teacher's responsibility.

Teachers Responsibilities:

- Correct and update personal information
- Social Security Card
- Picture ID
- Employment eligibility verification (I-9)
- Original copy of current contract
- Copies of all academic records, credentials, degrees
- Copies of current academic licensing
- Background check
- Enrollment into benefits program (as applicable)
- Other forms as necessary

### **INSPECTION OF YOUR FILE AND/OR BENEFITS RECORDS**

You may inspect your own personnel file by making an appointment with the director(s) and stating your desire to review your file. Files will be inspected in the presence of one of the employees of the office and may not be taken out of the office. Benefit information, such as sick leave records, personal days used, or hours worked may also be reviewed. The school will make all reasonable efforts to accommodate requests.

### **HOURS OF WORK**

Being on time for work is a professional responsibility. Please notify the office if you are going to be late. School operating hours are from 8:00-2:45, Monday-Thursday. Teachers are expected to be on campus and available from 7:30-3:15, Monday-Thursday (one-half hour before and after school hours). Friday schedule will be from 7:30 – 1:00. Wednesday professional development/collaboration meeting will be from 3-5 pm.

### **CONCURRENT EMPLOYMENT**

Lakeview Academy has no objections to an employee holding another job as long as he or she can effectively meet the performance standards for his/her position at the school. However, concurrent employment is prohibited where there are conflicts of interest that could be unfavorable or damaging to the school and impede a teacher's ability to perform his/her assigned duties.

### **TELEPHONE USAGE AND TELEPHONE MESSAGES**

We encourage you to use school phones and Ren Web to communicate with parents and for other necessary school business. These phone calls should be before or after school, during a lunch break, etc. Phone calls are inappropriate during teaching time. Please let the office know if you are making school-related long-distance calls.

#### **Cell Phones:**

We realize that everyone has one, and likes to have one to be available for family emergencies etc. However, ringing cell phones are disruptive to the learning environment. If you must carry one with you have it on vibrate and take the call at an appropriate time. Of course, in the case of an emergency, do what you need to do. Texting, games, watching videos, movies, etc. are inappropriate during school hours, and will result in a negative notice in your personnel file.

#### **Messages:**

Messages will be taken for you and placed in your box by the office personnel. In the case of an emergency the message will be delivered to you. Please limit calls coming to you during school hours to work related calls.

**Phone Answering:** When answering the phone, please remember that you are representing Lakeview Academy to the caller. Always answer the phone with a greeting, the name of the school, your name, and "How can I help you"

#### **Student Use of Classroom Phones:**

All office phones are reserved for business purposes. There is a student phone located in the lobby area. Students wishing to use the student phone need to obtain a hall pass before being sent to the office. The classrooms have phones and students are discouraged from using them except in the event of an emergency. Please let the office know if you are allowing a student to use a classroom phone.

#### **Emergencies:**

In the event of an emergency in your classroom, please call 911 from your classroom phone. It is not necessary to call the office first. Once 911 has been called, send a student to inform the office with details so they can contact parents and send appropriate staff to support. Someone in the classroom should remain on the phone with 911 dispatch until the paramedics or authorities arrive.

### **BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN**

Universal precautions will be observed in this school to prevent contact with blood and other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

#### **CHEMICAL EXPOSURE**

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at the school. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following controls will be used: gloves and hand washing.

#### **CHILD ABUSE REPORTING**

The Child Abuse Reporting Law requires certain professions, including teachers, school administrators, and any child care custodian, to report suspected abuse to the proper authorities. The reporting law requires the child protective agency first receiving the report to cross-report to other child protective agencies and to the district attorney. All reports are to be made by telephone immediately or as soon as practically possible and in writing within 36 hours using required forms. The Utah hotline number for reporting abuse is: 800-678-9399. The administration may assist with this process; however, you are the only person that can fill out the written report. The legal responsibility of reporting ultimately falls upon the person who witnessed or suspected the abuse. Utah law 62A-4a-412 ensures that the anonymity of those reporting or investigating child abuse or neglect shall be preserved.

#### **DRUG AND ALCOHOL FREE WORKPLACE**

It is the expressed policy of the State of Utah to create and maintain a drug-free workplace, as required by the Drug-Free Workplace Act of 1988. The possession or sale of alcohol and other illegal substances on school property is prohibited. Furthermore, employees may not report to work under the influence of such substances. Any employee violating these standards is subject to disciplinary action up to and including termination.

#### **SMOKE FREE CAMPUS**

Lakeview Academy is a smoke-free campus. Staff, parents or visitors are not allowed to smoke anywhere on the school grounds. Additionally, smoking is not permitted while supervising the children in a school-sponsored off-campus activity. Violators will be subject to state laws.

#### **EMERGENCY PLAN**

While we do not expect a natural disaster (such as an earthquake) or man-related disaster (such as a chemical spill) to occur during school hours it is nonetheless necessary that we establish a plan for operation under such conditions. A copy of the School Emergency Plan and Procedures will be available in the office and in each classroom. In addition, a campus exit route map is posted in each classroom above the light switch. Please see emergency plan binder for more information

#### **FINGERPRINTS: UTAH CRIMINAL HISTORY AND NATIONAL CHILD PROTECTION ACT BACKGROUND CHECKS**

Utah Law 53-10-108 allows qualifying entities to request Utah criminal history information. Public law 105-251, the Volunteers for Children Act which amended the National Child Protection Act of 1993, was enacted October 9, 1998 to allow these same qualifying entities the right to request fingerprint-based national criminal history record checks of their volunteers and employees. There are several options available. Please see the school secretary for more information

#### **PROFESSIONAL BEHAVIOR AND COMMUNICATION**

Professional behavior in regards to confidentiality includes:

- Conversations about student behavior, diagnosis or academic work are to be shared only with that student's parents, the Administrator or another teacher or staff member who is working with that student. Be careful as people will ask you for information that is confidential. Conversations containing sensitive information should be held in a private setting.
- Information in students' cumulative folders and records are confidential and available to the child's parents and Administrator only. These folders are available upon request and **may not be removed from the office**. There is a sign out sheet located in the front of each file to track who may be viewing the file. Please be sure to sign the form each time you review a student's file.
- All diagnostic information and medication information is confidential
- Communication problems or other issues that may occur between faculty members, parents, Board of Trustees, and staff should be resolved directly with the persons involved and as soon as they occur. Please make mature, professional choices when dealing with potential conflict situations. When issues occur that appear irresolvable, *please follow the steps outlined in the school's Grievance Policy*.
- Parents who bring problems to the director(s) about a teacher should be initially referred back to the teacher for communication about this problem. Parents who bring problems to the Teacher about the Director(s) should be referred to the director(s). Please make mature, professional choices when dealing with potential

conflict situations. When issues occur that appear irresolvable, *please follow the steps outlined in the school's Grievance Policy.*

- [While employed at Lakeview Academy it is inappropriate to discuss with other employees, my or others' compensation levels, bonuses received, counseling records, supervisory guidance, or other matters related to any specific term of my or others' employment with Lakeview Academy.](#)

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### **CHILD CUSTODY CASES**

Lakeview Academy cannot prevent (or physically restrain) a parent from removing a child from the premises unless we have a copy of a court order prohibiting it or, in our judgment, the child is in immediate danger of bodily harm. If we do have a copy of a court order, we are limited to explaining that the authorities will be called and the other parent notified.

### **VIDEO POLICY**

The Board of Trustees recognizes that video and multimedia presentations can be an important part of classroom instruction, adding variety and helping students see ideas and concepts in several ways. The Board of Trustees also recognize that the best way for students to learn is to have information presented in several ways guided by excellent teachers and supplemented with student-completed exercises that apply concepts taught. The Board of Trustees therefore adopts the following policy relating to the use of videos in class.

Videos should be used sparingly and must be approved by administration prior to being shown to students. Videos should only be used for educational purposes. Administration will ensure that videos are appropriate for the age of the audience, short, relevant to the subject and specific lesson taught, and connected to a student-completed exercise.

### **PROHIBITED ITEMS**

- Any matter reflecting adversely upon persons because of their race, color, creed, national origin, ancestry, sex, or occupation.
- Any sectarian or denominational doctrine or propaganda contrary to law.
- Material which contains or implies excessive violence, sexual situations, or improper language.

### **SUPPLIES**

Each new teacher will be outfitted with startup supplies as well as having access to general supplies and tools available in the workroom such as butcher paper etc. If there is an additional need for supplies each teacher will have an additional classroom budget as determined by the board of trustees. For all needs above and beyond amounts allocated, an order must be turned in at the office for approval by administration. Please be frugal!

### **COPYING MATERIALS**

We have copiers available to reproduce classroom materials. Please be frugal in the use of the copier while meeting the educational needs of the children. Remember it is Lakeview Academy policy to abide by all copyright laws. Please do not use the copiers for personal copies. Codes will be issued to track copier and paper usage. Personal copies may be made at the cost of \$.10 per copy. Please see the office before using the copier for personal use.

### **Lamination**

There will be a clipboard located near the laminator for tracking usage. Please list the date, your name and footage used. Personal lamination can be done at the cost of \$1.00 per foot. Please see the office before using the laminator for personal use.

Personal use of printers or other equipment and supplies is not permitted.

### **ANIMALS IN THE CLASSROOMS**

Animals in the classroom must have the director(s) approval. The following are some guidelines:

- Teachers accept responsibility for all animals.
- Animals may be brought into the classroom for a single day as a part of a specific lesson, but not kept overnight. Do not bring in animals that can bite, unless caged in a way that biting would be impossible.
- Small animals, such as silk worms, may be kept in the classroom if they are being used as a part of our adopted science program.
- Service animals and therapy animals may be brought in for a day with approval from the Administrator

## Salary and Benefits

### **HOLIDAYS**

Holidays are observed as per the current school year calendar. Paid holidays for contracted faculty members are built into their salary schedule.

### **WORKER'S COMPENSATION INSURANCE**

If you are injured on the job, your medical and hospital expenses and a portion of lost salary may be payable under Worker's Compensation Insurance.

#### **Reporting an Injury**

You are responsible for reporting any job-related injury to the office immediately.

- You will be asked to fill out a simple accident report form.
- You will receive a pamphlet which will give you additional information about your rights under Worker's Compensation Insurance.
- You should report any injury in a timely basis, even minor ones not requiring immediate medical attention, so that appropriate records can be kept. Should a minor injury develop into a more severe problem, you and the school may be in a better position to make a claim.

#### **Returning to Work**

If you have missed work due to a job-related injury, you must have a written release from your primary physician stating that you are able to return to work. Any restrictions placed on your activities may have to be assessed by your supervisor at the school prior to the school's approving your return. Employees may not return to work without such approval.

#### **Benefits Policy**

**Please see Benefits and Leave Policy on the website: [lakeview-academy.com](http://lakeview-academy.com).**

#### **Absences**

It is the responsibility of each employee to notify the office manager or administration if they are going to be absent. It is the responsibility of each employee to acquire their own substitute and supply that said substitute with plans and procedures to accurately fulfill their responsibility. It is also the responsibility of each employee to fill out a leave request at least 24 hours in advance when possible. If the absence does not have prior approval, a leave request must be filled out on the first day of returning to work with the understanding that notification must be given to administration regardless. Failure to notify the administration before not showing up to work is grounds for reprimand including dismissal.

### **PAY PRACTICES**

Payroll Cycles:

Lakeview Academy works off of two payroll cycles. One for Salaried Employees and one for Hourly Employees.

For Salaried Employee's Lakeview runs off of a monthly cycle dependent on the given month. For Example: A paycheck on April 1 would be your pay for March 1 – March 31<sup>st</sup>.

For Hourly Employee's, in order to facilitate payroll on the 1<sup>st</sup> of the month, your payroll cycle will run from the 25<sup>th</sup> of one month through the 24<sup>th</sup> of the next month. For Example: A paycheck on April 1 would include your pay from February 25<sup>th</sup> – March 24<sup>th</sup>.

Pay Days:

Paydays at Lakeview Academy will always be on the 1<sup>st</sup> of the month, unless the 1<sup>st</sup> falls on either a weekend or holiday. In those cases payday will be on the Friday before the holiday. Paychecks (or direct deposit vouchers) during the summer will be mailed home to employee's unless otherwise requested by the employee.

School Year 2010-2011

September, 1 2010  
October 1, 2010  
November 1, 2010  
December 1, 2010  
December 31, 2010  
February 1, 2011  
March 1, 2011  
April 1, 2011  
April 29, 2011  
June 1, 2011  
July 1, 2011  
August 1, 2010

### **RAISES**

Pay increases will be based on performance evaluations, cost of living increases, budget availability, and will be figured into subsequent yearly agreements. Substitutes are paid at a flat rate and are not subject to negotiation.

### **PROFESSIONAL DEVELOPMENT & IN-SERVICE TRAINING**

Professional development and in-services training are scheduled throughout the year.

- Lakeview Academy is committed to supporting the professional development of all employees, both through providing activities at the school and encouraging participation in learning activities outside the school.
- The administration encourages staff to join technical and professional organizations and, consistent with the discharge of their duties to the school, to participate in the affairs of such organizations and to make advancements in their chosen field. The payment of dues for private membership in professional or technical organizations is the responsibility of the employee, unless the employee is selected by the administrator (director) to represent the school through an institutional membership of affiliation.
- Employees may apply for authorization to attend any type of professional or educational activity that will involve professional growth or help fill a need of the school. Travel and expenses will be reimbursed according to budgetary considerations as negotiated with the administrator (director). Requests to attend workshops must be approved by their immediate supervisor and certificates of completion must be handed in to the office. Employees who attend professional growth opportunities are expected to share materials.

### **Faculty Duties and Responsibilities**

#### **TEACHERS**

The role of the teacher is to provide for children a high quality education, in an environment that is not only safe, but also in an atmosphere that understands disabilities and different learning abilities or styles and allows students opportunities to expand their educational horizons.

It is the obligation of the teacher to work in concert with the Director(s)(s), Board of Trustees, and the State Board of Education. Teachers are to follow the guidelines, policies, and laws (including Utah State rule R277-515) as set forth by the director(s), Board of Trustees, and State Board of Education.

The Teacher will report directly to the director(s) over their respective school. The director(s) will be responsible for the ongoing evaluation and adherence to the school philosophy and policies. The Educational Coordinator will be responsible for the monitoring of the classroom teaching and working with the Teachers to fully implement Lakeview Academy's charter and school curriculum.

#### **CLASSROOM RESPONSIBILITIES**

- To understand student learning needs.
- Never be alone with a student in a closed room or classroom; leave the door open, or meet in a place with others around.
- Doors should be locked whenever you leave your room.
- Students should NEVER be left in a classroom without adult supervision or placed outside the classroom door unless in direct vision of the teacher.
- If you have an emergency, send a monitor to get another adult to cover your class.
- Do not give keys to the students.
- Turn off lights whenever you leave your room.
- Use air conditioning and heating when needed making certain that you close the doors to conserve energy.
- General appearance of your room should always be neat and clean.
- Maintenance or repair problems should be reported to the facilities manager. Report all problems immediately before they become big problems.
- All requests or complaints regarding custodial services are to be made through the office in writing.
- Care of furniture--students are responsible for clean desks. Damage should be reported to the office. The student may be required to pay for repair or replacement of damaged items.
- You must keep all of the pathways in your classroom clear with no clutter as per the fire marshal.
- The primary responsibility of the teacher is to supervise the children in her/his care. Wherever they may be on campus, whether in the library, computer room or playground, your responsibility for their direct supervision remains. They cannot be left in the care of a parent, unless the parent is PALS II certified. Please be constantly aware and vigilant in order to protect the safety and well being of our students.
- Please refrain from eating and drinking anything other than water in front of our students during class time.

### **CURRICULUM RESPONSIBILITIES**

- To understand the complex learning patterns of children and to provide an academically rigorous education for each student at his/her learning level.
- To work with the Educational Coordinator and staff to develop and implement a school curriculum that reflects the school philosophy, addresses the educational needs of the students, as well as the Utah State Core Curriculum Standards in a thematic approach that allows teachers to teach and students to learn.
- To evaluate the individual needs of the students, develop an educational learning plan that addresses those needs and reflects the curriculum.
- **Lesson Plans: Daily lesson plans need to be available on Ren Web. Lesson plans need to be available for the educational coordinator or director upon request. Take care to include a clearly stated objective which is aligned with the Utah State Standards. Make it specific enough that if you were to suddenly become ill someone could teach from that plan. (Have emergency plans available in the front office)**
- Develop classroom thematic units for the entire school year.
- Textbook Procedures: Textbooks will be issued to each student through the teacher to be used in school. Students are responsible for the texts and are expected to maintain and keep them clean and damage-free. Teachers are responsible for the condition of textbooks in the classroom. For lost and damaged books, a letter will be sent home explaining the loss and cost of replacing the textbook. Upon receipt of the replacement cost, the student will be issued a new book. Direct all payments to the office. Teacher should keep accurate records of student book assignments and should perform an end-of-the-year inventory of texts books.
- Provide for classroom learning opportunities that are child-centered, age appropriate, and challenging for each student.
- Create a classroom environment that reflects enthusiasm for learning and the creativity of the teacher as well as the individuality of the students.
- Be available for faculty and team meetings as scheduled.
- Research and utilize the community resources available to the school and plan and organize field trips that are curriculum appropriate and expand the learning opportunities of children.

### **COMMUNICATION REQUIREMENTS**

- To maintain a working knowledge of the school and be able to fluently answer questions regarding your programs, interventions, etc. If a teacher recommends a particular treatment, intervention, etc. the school can be held financially responsible for providing that treatment.
- Maintain communication with all parents. This communication may take the form of newsletters, phone calls, and special notes home. **Newsletters need to be sent weekly!**

- Parent Letters: A copy of any letters going out to parents should be reviewed by the Administrator(Director(s)). Any letters sent home with your class or grade level, and especially letters about events or activities, should be given to the office staff. In order to field phone calls they need specific information so we can respond to parent inquiries. Please be consistent with this as it keeps us aware and able to support you
- Regularly schedule parent conferences, held twice a year during the school year, can be in tandem with IEP meetings or separately.
- **Parent Contact Logs:** You should keep parent contact logs to record contacts you have made throughout the year. This log should be kept in a location that is convenient for you. Positive phone calls to parents are very powerful communication links. When communicating with parents keep the overall tone of the conversation positive. If you must report something negative, preface it with a good comment. We encourage the use of Ren Web and email for parent communication.
- To communicate to students and parents the classroom expectations regarding academic performance, conduct, and classroom interaction with other students and the teacher. All teachers should send home a disclosure document the first week of school
- Student Portfolios/Assessments: You are required to comply with the current portfolio policy. Maintaining this evidence of student growth will enhance your communication with the parents and aid you in your lesson planning. To work with the parents in the development of an educational learning plan for the student and create some short and long term goals for students. Please see the portfolio policy for more information.
- To communicate with fellow teachers, respect differences, and learn from one another. Be a team player—part of the solution.
- Report Cards: Report Cards issued four times a year at the end of every quarter. However, parents are encouraged to schedule times to meet with teachers on a regular basis to discuss their child's progress. Weekly progress reports can be requested by asking the teacher. Please see report card guidelines in family handbook.
- To communicate professionally and regularly with the administrator(director), addressing any concerns directly with him/her.

#### **TEACHER RESPONSIBILITIES: DISCIPLINE**

- Create a classroom environment that establishes clear, consistent expectations for students.
- Display Classroom Rules in their classroom, keep it simple
- Support and enforce the School Wide Code of Conduct Discipline Policy.
- Corporal punishment is prohibited.

#### **ADDITIONAL TEACHER RESPONSIBILITIES**

- Work with the administration in the preparation and execution of safety procedures: fire, earthquake, and other potential disaster situations.
- Work with staff in the maintenance of a clean, healthy environment.
- Be qualified in CPR and basic First Aid for children.
- Encourage parent participation in the classroom, volunteering, sharing particular talents, and sharing learning opportunities outside the classroom. To attend all regularly scheduled Faculty meetings and in-service training.
- Develop, in consultation with the Administration goals and objectives for each school year which become the basis for evaluation.

#### **Ren Web**

**Grades must be entered AT LEAST weekly for grades 3-9. K-2 teachers are encouraged to enter grades as appropriate to ensure parent communication.**

#### **Additional Non-Instructional Duties**

Duties teachers are expected to perform shall include but are not limited to:

- Promotional ceremonies
- Conference with administration
- Supervision of students before, during, and after school
- Faculty meetings/Staff meetings
- Parent Teacher Conferences
- Open House
- Back-to-School Night
- In-service Meetings
- Actively serve on one school committee.

- To receive semi-annual evaluations from the Administrator. This includes 2 formal classroom evaluations.
- To maintain an open classroom, understanding that the school has many visitors and that classrooms reflect who we are and what we do.
- To participate in general parent meetings and special evening presentations sponsored by the school.
- To exemplify the best ideals of the teaching profession.

### **Teacher Assistant Job Description:**

Reports to: Teacher

Job Goal: To assist the teacher in achieving teaching objectives by working with individual students or small groups of students to assist them in achieving the skill levels appropriate to their needs.

To assist the teacher in providing a well organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials.

- Work with individual students or small groups of students to reinforce learning or material or skills initially introduced by the teacher. The teacher outlines these activities/instruction.
- Supervises recess and lunch, as assigned.
- Assists with the supervision of students during emergency drills, assemblies, field trips, etc.
- Assists with large group activities as directed by the teacher i.e. reading aloud, math fact drills, etc.
- Keep bulletin board and other classroom learning displays up to date.
- Assist/supervises students in the media center and computer lab.
- Checks/corrects paper (minimal), run off papers (minimal), and supervises testing and makeup work, as assigned by the teacher.
- Maintains the same high level of ethical behavior and confidentiality of information about students and teachers as is expected of fully licensed teachers.
- Participates in staff development, as assigned.
- Assist the teacher in other areas, as assigned.

### **Other Procedures**

#### **ATTENDANCE RECORDS**

- Daily Attendance: Teachers are required to take attendance daily. If a student comes in late and doesn't have a Tardy Slip from the office make a record of the tardy. Students having excessive tardies over 5 per quarter with no excuse should be referred to the office.
- Attendance sheets must be entered on Ren Web by 8:45 each morning for advisory classes and all of elementary. Middle school teachers must take attendance at the start of each class period
- Absences: Students are expected to bring an excuse note to the office on the day following an absence to receive an Admit Slip. Do not let a student into class without an Admit Slip. If the student brings in a note from the parent, send the note with the child to the office for an Admit Slip.
- Tardies: Students that arrive after 8:05 A.M. are marked tardy "TU" on the attendance record unless the student is accompanied by a note from the parent then "TE" is entered in the attendance section. Make sure students are aware of our tardy policy. Be consistent! Inform students that parents will be notified if they persist in being tardy. As a classroom teacher, you have the responsibility to encourage punctuality. A student will be considered tardy if he/she is not in his/her desk when the late bell rings at 8:05 a.m. Students arriving after the start of school (8:05 a.m.) must check in at the Main Office to obtain a tardy slip before being admitted to the classroom. A parent must accompany and sign in students arriving more than fifteen minutes late. This is for the safety of each child and to ensure that your child has been under

proper supervision. Excessive tardiness may result in parent notification, restriction from participation in extracurricular activities, and/or referral to the director.

### **CARE OF CHILDREN IN CASE OF INJURY OR ILLNESS**

First aid supplies are kept in the front office. The teacher may administer minor first aid. Depending on the nature of the illness/injury, a child should be accompanied to the office by a teacher or another adult or child for additional care as necessary.

### **FACULTY DRESS CODE**

Standards of Dress and Grooming: As fads and extremes of dress and appearance tend to attract improper attention to the individual, the Lakeview Academy requires its personnel to conform to standards that avoid extremes and exemplify personal cleanliness.

Faculty and staff shall be well groomed and expected to dress in a professional and appropriate manner. Adherence to these standards is the responsibility of the employee. The enforcement of these standards is the responsibility of the school director

Guidelines:

- Whiskers: Neatly trimmed beards and mustaches.
- Hair: Must be clean and well groomed.
- Clothing: Must be clean, neat and modest (no underwear, midriff showing). Please dress in business casual attire. Jeans, exercise wear, cargo pants, sleeveless shirts, shorts, t-shirts, low cut or other revealing clothing is not acceptable. Shoes should also reflect professionalism, flip flops or other casual shoes are not acceptable. Casual wear, **including jeans may be worn to special activities as approved by the director(s)**.
- Footwear: All personnel are required to wear appropriate footwear, no flip-flops.

### **FACULTY MEETINGS**

Full faculty meetings will be held as needed. The purpose of these meetings is communication, curriculum discussion, in-servicing, and sharing information. It is the responsibility of all faculty to attend these meetings.

### **HOMEWORK**

Lakeview believes that homework is a valuable tool in helping students make the most of their experiences at school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons and tests, teaches responsibility, helps develop positive study habits, and allow students extra time to complete unfinished class work. We envision teachers, students and parents working as a team to accomplish this portion of the learning experience. The following outlines the responsibilities for each party:

Teacher's responsibilities:

1. Provide approximately 10 minutes of homework material Monday through Thursday per grade level. (i.e. 10 minutes for 1<sup>st</sup> grade, 30 for 3<sup>rd</sup> grade, 60 minutes for 6<sup>th</sup> grade for upper grades, reading requirements may be achieved within the regular time required to complete other assignments)
2. Make sure students understand and know how to complete assignments independently.
3. Provide specific written explanations of long-range assignments or special projects, so that the requirements and expectations are clearly understood by the students and their parents.

Students' responsibilities:

1. Be sure they understand the assignments.
2. Complete the assignments. This includes any unfinished classroom assignments from that day.
3. Turn assignments in by the specific date due.
4. Complete 20 minutes of reading per day.

### **PARENT'S RESPONSIBILITIES:**

1. Help set up a consistent organized place for homework to be done.
2. Help your student establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week's activity.
3. Encourage, motivate, and prompt your student, but do not do the homework for them. The purpose of the homework is for your student to practice and use what they have learned. If your student is consistently unable to do the homework independently, please contact the teacher.

In the event that a student does not complete homework or turn in classroom work, the student may be required to complete assignments at recess, or during enhancement Fridays.

### **FUNDRAISING**

Solicitations which come into the school, solicited or unsolicited should be reported to the director(s). As a common courtesy, anyone who contributes money, gifts-in-kind, or special gifts to teachers should receive a thank-you note from

both the school and the teacher. No request for funds should go to parents or to other members of the community unless first cleared through the director(s).

Please see fundraising policy for additional information.

### **VISITORS/VOLUNTEERS**

All visitors & volunteers must check in at the office. Even familiar parents who are volunteering in classrooms need to sign in at the office prior to entering a classroom. Visitors who do not have students at Lakeview Academy need to be approved by director(s).

### **ARRIVAL AND DISMISSAL**

Students may enter the building no earlier than 35 minutes before school begins (7:30 a.m.), Students **MUST** be picked up at the end of the school day by 3:15 p.m. In the event of an emergency, parents should call the school by 2:15 p.m. and make alternate plans for the student to be picked up. Students will **NOT** be allowed to use the office phone to make calls for last minute changes in plans for such things as play dates. Parents/Guardians who leave their children at school past 3:15 p.m. without making emergency arrangements **will** be assessed a fee as follows: \$10 after 3:15 p.m., \$15 after 3:45 p.m., and \$20 after 4:00 p.m. After 4:00 p.m. it is up to the discretion of the Director to contact the proper authorities. This fee also applies to extra-curricular activities: 30 minutes past due \$10.00 and 1 hour past due \$20.00.

### **HARASSMENT POLICY**

Please see harassment policy on the website: [lakeview-academy.com](http://lakeview-academy.com)

### **GRIEVANCE POLICY**

Please see grievance policy on the website: [lakeview-academy.com](http://lakeview-academy.com)

### **Maturation Instruction**

Growing Up Comes First is to be taught at three separate sessions when school is not in session with a permission slip required for each session. A board member or administrator will attend each session to make sure the integrity of the curriculum is maintained and followed. A two-week window will be given to parents to view the curriculum before the date of the presentations.

### **OPEN DOOR GUIDING PRINCIPLE**

Lakeview Academy has an Open Door Guiding Principle for parents whose children are in the program. An Open Door Policy is defined as a parent's ability to come to school during school hours at any time to check on the well being of that parent's child.

### **Parent Teacher Conferences, SEP's, and SEOP's**

Teachers will hold formal Student Education Plan (SEP) meetings twice per school year. The purpose of the SEP meetings will be to inform parents of student progress and to help set new goals as appropriate for the student. Additional SEP meetings will be held as necessary. Please use the appropriate SEP and SEOP forms.

### **CLOSING OF SCHOOL**

If the school is to be closed due to storms, road conditions, etc., information will be available on our website ([www.lakeview-academy.com](http://www.lakeview-academy.com)) or a recorded message at the school. Please call (801) 331-6785.

### **CHECKING OUT OF SCHOOL EARLY**

In an emergency, parents are welcome to check out student from school early. We ask that they call the school in advance if possible so that the administration can notify and prepare the teacher and child with a minimum disruption to the class.

### **BIRTHDAY CELEBRATIONS/HOLIDAYS**

Parents may recognize their child's birthday at the end of the school day (2:00 pm). Prior notice to the teacher is required and would be appreciated. It is recommended that treats or items brought into class be healthy or useful to the students such as fruit snacks, pencils, bookmarks, etc. Treats cannot, by Utah law, be homemade.

### **Discipline**

Please see discipline policy on the website: [lakeview-academy.com](http://lakeview-academy.com)

### **Policies**

For a complete updated list of school policies please see website: [lakeview-academy.com](http://lakeview-academy.com)

### **Disclaimer**

If you have any questions regarding content or clarification of information in this handbook please feel free to contact the administration, or any member of the Board of Trustees. This handbook does not contain all Lakeview Academy policies. All Lakeview Academy policies are available on the website. Employees agree to abide by any additional policies as they are adopted. Lakeview Academy reserves the right to change, modify, or revoke the policies contained herein at any time. Employees will be notified if changes are made. The most current version of a policy will always be used. If a Lakeview Academy policy conflicts with a state law, then the state law will be followed. Employees have the responsibility to read and become acquainted with the contents of this handbook, the student handbook, and the family handbook, add all policies listed on the web site and to abide by the policies as stated.

Please see last page.

At Will Employment

Nothing contained in this Employment Handbook is intended to create, or can create, any contractual or other legal rights. Employment by the school remains at will. Any procedure or practice, whether set forth herein, or not, is employed at the discretion of the Board of Trustees and its designee(s). Either party may terminate employment at any time, with or without cause, warning, or notice. Nothing contained herein creates any expectations of continued employment.

I have read and understand the foregoing statement titled "At Will Employment."

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

I have read and understand the Lakeview Academy Charter.

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

I have read and understand the Lakeview Academy Employee Handbook.

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

I have read and understand the Lakeview Academy Family Handbook.

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

I have read and understand the Lakeview Academy Student Handbook.

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

I understand that Lakeview Academy allows for the employment of relatives, at no time is a relative allowed to supervise another relative. Lakeview Academy expects that all employees including relatives will work together in a professional manner.

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

Please turn this page into the office to be kept on file at Lakeview Academy.



Policy Type: Required Policy  
Policy Title: Extracurricular Policy

The Board of Trustees recognizes the importance of offering a comprehensive, balanced school program to all [Lakeview Academy](#) students. Extracurricular activities which are designed to enhance the total development of the student - mental, physical, social, and emotional - shall be available. Reasonable rules and regulations which govern the eligibility of students are established to ensure that participation in extracurricular activities does not interfere with the academic achievement of participating [Lakeview Academy](#) students.

#### A. Generally

Student activities are extracurricular and supplement the regular school curriculum. Student activities are voluntary and do not carry credit toward graduation. They take the form of special interest groups, honor societies, athletic teams and other extensions of classroom work. All extracurricular activities are designed to develop capable, confident, and contributing members of society. Extracurricular activities and the eligibility requirements shall be approved by the Board of Trustees. All student organizations and activities shall be under the direct supervision of the school director(s) or a designee, and shall supplement the regular program of the school. They should be evaluated periodically to ensure that interruption of the instructional programs are avoided. [Lakeview s](#)Students should not be permitted to engage in such organizations and activities to the detriment of their classroom work.

#### B. Categories

Extracurricular activities are divided into four general categories:

1. Interscholastic and intramural athletics.
2. Activities stemming directly from classroom studies. Examples are student government, musical productions, [band](#), dramatics, debate, the school newspaper and literary publications.
3. Activities designed to promote interest in academic achievement and/or specific subject areas. Examples are the National Honor Society and subject matter organizations.
4. Activities which promote general educational goals and are school-oriented. Examples are service and special interest clubs.

#### C. Access to Extracurricular Activities

Access to and participation in extracurricular activities shall be open to all [Lakeview Academy](#) students as provided in state and federal regulations, and school board policy.

#### D. Supervision

The administration shall appoint qualified members of the faculty, or in the absence of qualified faculty members, may appoint qualified community members who are PALS II certified as sponsors for each activity. The sponsor shall be responsible for the guidance and general supervision of the activity and shall ensure that all actions conform to school policies and regulations [and state law](#). **The supervisor will ensure that all students have been properly picked up before leaving the school grounds.** School policy and fees regarding late pick up will apply for all extracurricular activities.

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#### E. Team Practice/Club Rules

Coaches and sponsors will establish and submit team/club rules and regulations using the extracurricular activities form to the Director(s) for approval. The extracurricular activities form will need to be filled out each year and will be kept on file in the office.

F. Permission by School Director

The actions and activities of each organization must be approved by the school director by submitting the proper activities form.

G. Financial Support

The school sponsored extracurricular activities named in Section B-1 and B-2 may receive partial financial support. Transportation may be provided, or the cost of transportation may be paid from appropriated funds.

An estimate of funds required for each activity shall be submitted to the school director for approval prior to February 1st of the previous school year. This estimate shall be submitted by the sponsor of the activity for inclusion in the individual school budget.

The school sponsored extracurricular activities covered in Sections B-3 and B-4 should be financially self-supporting. School transportation for these activities, however, may be requested. If it cannot be provided, then vehicle transportation may be by commercial means, or by private car under regulations established for such use.

G. Parental Permission

In each instance when an organization schedules an activity after school or away from school parents will be notified and written permission obtained.

H. Fraternities and/or Sororities

Fraternities, sororities or any clandestine organization shall not be permitted in the school division. The director shall inform students that activities associated with such organizations shall be prohibited at school.

I. Lakeview Academy Student Participation

Lakeview Academy students involved in extracurricular activities at Lakeview Academy should recognize that their selection and/or participation is a **privilege not a right**. As with all privileges, there are responsibilities a student accepts when he/she agrees to become a member of an athletic team and/or club. The athletic staff, faculty and sponsors are extremely proud of their students and their accomplishments. These students represent the level of excellence that has become synonymous with Lakeview Academy. Specific guidelines for Lakeview students assist them in maintaining exemplary behavior both on and off the field and in and out of school. Participation in extracurricular activities is dependent upon compliance with all applicable rules and regulations. A minimum requirement for all students for participation is good citizenship. Students are expected to abide by all school, team and club rules, policies and regulations, and to comply with all state laws.

A. Grade Requirements

A student must have a 2.0 GPA and not be failing any class. A student who has failed to meet the minimum requirements set forth shall be ineligible for participation in games, concerts, club meetings, etc. until grades meet the requirements. Attendance at practice is not prohibited. The administration will set up a written procedure for checking grades so that they are checked consistently through all extracurricular programs. This procedure will be distributed to parents

B. Class Attendance

1. Students must attend all scheduled classes on the day of a competition/activity to be eligible to participate in extracurricular activities that day. Exceptions must be cleared through the director **AND** your coach/sponsor notified.

2. Classroom behavior is expected to be good. Poor behavior, class disruptions and/or teacher referrals may result in exclusion from an activity at the discretion of the director, coach, sponsor, or teacher.

3. A student who is suspended from school may not attend practice/club meeting or participate in any school-sponsored activity for the duration of the suspension and may forfeit the opportunity to play for the remainder of the season depending on the severity of the offense. This includes in-school suspension.

### **C. Court Disciplinary Action**

School officials may suspend a student from participation in extracurricular activities who has been charged with a misdemeanor or felony involving violence, weapons, alcohol and/or substance abuse until disposition of the charges. The student must report the incident to the coach/sponsor. The coach/sponsor will present the facts as known to the school director whom will determine eligibility for participation. School officials may deny participation in all extracurricular activities to any student convicted or found "not innocent" of a misdemeanor involving violence, weapons, alcohol, and/or substance abuse or any felony charge. The student may appeal for reinstatement the following semester.

### **D. Hazing**

Students are expected to follow both the discipline policy and the hazing policy. Any violation of either of these policies regardless of the severity the director and parent will be informed of the instance immediately. The director will then inform the Board of Trustees and the Police will be notified if needed.

(delete next section)

Students may not engage in hazing or other mistreatment to another student. Hazing demeaning or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public setting, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah Law. Based on the severity persistence and effect on the victim the following may occur: warning, detention, in school suspension, 1-10 day out of school suspension, and possible referral for expulsion. Regardless of the severity of the Hazing the director and parent will be informed of the instance immediately. The director will then inform the Board of Trustees and Police will be notified.

### **E. Substance Abuse:**

The staff at Lakeview Academy believes that all participants in extracurricular activities should commit to a healthy lifestyle. This lifestyle includes not using alcohol, tobacco or any illegal drugs. Prior to making a determination that a student may be subject to any exclusionary consequence as a result of substance abuse, the coach or school authorities shall give the student the right to explain his or her conduct. The student with his or her parents' permission may voluntarily submit to an appropriate drug test (if applicable) to attempt to establish that he or she has not violated the drug policy. The result of any such testing shall be kept confidential, but shall be communicated to the student and his or her parent/guardian and appropriate school authorities.

1. On School Grounds

The Lakeview Academy Regulation will be strictly adhered to in instances while on school grounds or while participating in school-sponsored activities.

2. Off School Grounds:

In cases where there is evidence of a student in violation of the policy Lakeview administration will look into the matter and take appropriate action.

\*Please Note: In the case that a student is found in possession of tobacco, alcohol, and/or any other illegal substance, that student will face the same consequences (listed above) as one who has actually abused the above substances

**F. Appeals process**

Students and their parents/guardians may appeal decisions related to the Extracurricular Participation Policy. The appeal process works in the following manner:

First Appeal.....Coach/Sponsor

Second Appeal.....Director

Third Appeal.....Board of Trustees

**Certification**

The Undersigned officers and or directors of Lakeview Academy certify that this extracurricular policy was duly adopted as of June 5, 2008 and replaces all previous standardized dress code policies and PE uniform policies.

Signature: Tina Smith

Print Name: Tina Smith

Title: Board Member

Signature: Tim Willden

Print Name: Tim Willden

Title: Board Vice President



## **Board Meeting Proposal Form**

**Proposal Title:** Board Parent Survey

**Submitted by:** Alan Daniels

**Sponsoring Administrator:**

**Proposal Abstract/details:**

In an effort to obtain measurements for the Parent Satisfaction Ends Policy, it is necessary to survey parents toward the end of the school year in order to determine their satisfaction. Below is a brief and simple survey that I propose sending out to the parents via email, or another electronic means.

**Please provide information to the following questions:**

**1) Proposal supports the charter by..?(Please site reference page)**

The Lakeview Academy charter talks about eight different purposes for our school. Five of these are at least partially measured by the parental feedback. These areas are Continue to improve student learning, encourage the use of different and innovative teaching methods, establishing new models of school accountability focusing on learning outcomes and the creation of innovative measurement tools, providing greater opportunities for parental involvement, and improving opportunities for extracurricular activities. This survey will help us obtain feedback letting the board know how we are doing in these areas of the charter.

**2) Proposal supports ends policy**

- a.  **Global Ends Policy**
- b.  **Language Arts and Mathematics Ends Policy**
- c.  **Science, Arts, and Technology Ends Policy**
- d.  **Enrollment Ends Policy**
- e.  **Parent Satisfaction Ends Policy**

**It supports this ends policy by...**

On annual parent surveys 80% of parents will rate the school as satisfactory or higher.

This will be measured annually through board-produced surveys.

This will be the board-produced survey to measure this aspect of the ends policy.

**3) Are funds being requested? If so how much and from what budget category?**

**No, we will generate and administer the survey.**

- 4) **Does this replace a current program or policy? If so, please attach a redline version of requested changes.**

No

- 5) **If a new program/policy, please attach the policy or program proposal.**

The Lakeview Academy Board of Trustees is conducting a brief and simple survey for all parents of LVA students. Your participation in this survey is greatly appreciated.

My child or children attend Lakeview Academy

Elementary school

Middle School

What is your overall opinion of Lakeview Academy?

Very Dissatisfied

Dissatisfied

Somewhat Satisfied

Very Satisfied

What is your opinion of Lakeview Academy's Elementary School?

Very Dissatisfied

Dissatisfied

Somewhat Satisfied

Very Satisfied

What is your opinion of Lakeview Academy's Middle School?

Very Dissatisfied

Dissatisfied

Somewhat Satisfied

Very Satisfied

**If your children attended Lakeview Academy last year.**

How would you compare this school year with last year?

Lakeview Academy has been **better** this year than last year.

Lakeview Academy has been **worse** this year than last year.

There has been **no change** between this year and last year.

**6) Please attach any other options that may be considered.**

We are not looking at other options at this time.

**7) Please attach any relevant information and all supporting documentation**

We have used several different surveys in the past but fell that the simplicity of this survey will give us the information that we need. If anyone would like to view previous surveys they can e-mail Joylin Lincoln at [jlincoln@lakeview-academy.com](mailto:jlincoln@lakeview-academy.com).



Developing youth who are  
CONFIDENT  
CAPABLE &  
CONTRIBUTING

## **Board Meeting Proposal Form**

**Proposal Title: Foods & Nutrition I**

**Submitted by: Administrative team**

**Sponsoring Administrator: Mr. Stone**

**Proposal Abstract/details: Recently the Administrative Team held a Middle School Parents Q & A Night. Parents at the meeting expressed a desire to have us offer a Foods and Nutrition class. We have surveyed students in the middle school and have determined that there is a desire as well as a need to offer this class. We are currently looking for a qualified teacher to teach this and other family as well as other consumer science classes. We are having great success in our search and feel that we have the ability to hire a teacher who will be qualified as well as a great asset to our school.**

**Please provide information to the following questions:**

**8) Proposal supports the charter by..?(Please site reference page)**

**The mission of Lakeview Academy is to develop students who are Capable, Confident and Contributing. This course supports Lakeview's 3 Cs by**

- This class would offer many hands on projects that would assist students in developing skills that will serve them their entire lives as they learn to make healthy food choices as well as learn proper cooking skills**
- Develop new skills and by so doing increases their capability**
- Students will develop confidence as they develop skills to meet their own needs as well as providing skills that can be used to serve or contribute to their families.**

**9) Are funds being requested? If so how much and from what budget category?**

**No**

**10) Does this replace a current program or policy? If so, please attach a red-line version of requested changes.**

**No**

**11) If a new program/policy, please attach the policy or program proposal.**

**12) Please attach any other options that may be considered.**

**13) Please attach any relevant information.**