

Director's Report

Education Coordinator Report

- ✓ Enhancement Day (2nd half of year) Schedules completed—Middle School
- ✓ SB 150 testing complete – letters sent to parents (of below benchmark students)
Reporting form to State Office of Education will be sent before February 15.
- ✓ Intervention Plans completed by each grade level (individual plans for each student not at benchmark)
- ✓ Gifted/Talented Class began January 13—Methods and Materials
- ✓ Writing Gifted Plan for Practicum Project (Bud, Penny and Kathryn)--approved by Dr. Hunsaker

Elementary Newsletters

Kindergarten

2011 is off to a great start! I can't believe we are over half way through this year. The Kindergarten students have made some amazing progress are getting to be so grown up each day it is amazing looking back at where we started. We love to listen to all they have to share and teach us. We started our presentation in January and are amazed at what the kids know and how they can teach the class so much.

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 hope you enjoy looking through your child's personal journal for our holidays around the world.
- Celebrating the Winter Seasons – Teamwork and creativity were necessary in our wonderful season murals
- We have been learning the differences between living and non-living things by comparing rocks to some other things around us.

Classroom Activities and Concepts for January

- Pillar of Character Citizenship

- Cooperation, teamwork, taking care of our world, and working to make our communities a better place to be.
- We will continue to learn about living and non-living objects with a focus on non-living this year as we will be covering plants and animals in the spring.
- We will learn about some of our wonderful state and national symbols this month as we celebrate Washington and Lincoln Day.
- We will learn about analyzing reason and conclusions as we listen to the debate and choose our side of the Brush or Not to Brush debate. This will be fun thinking activity related to our dental health study.
 - Feb. 4th is our 100th day of Kindergarten- we will be having party and celebrating all we have learned and the number 100!
 - Feb. 11th will be our Valentine's Day parties were we will celebrate our friendship with a simple festive party!

First Grade

First Grade is busily getting back in the groove of things. We are being readers, writers, mathematicians, and friends.

Our next group of mini classes is ready to start—

*Social Studies—we will be learning about the continents and oceans. We make a human continent map.

*Science—The students will be participating in science experiments and the experimental process.

*Health—the students will be learning about health and yoga.

We will celebrate 100's Day on Jan. 26th. We will do special mini classes that day as part of our celebration.

Second Grade

Second grade is having a wonderful January (in spite of the weather)!

As the term wraps up we are working on our portfolios and evaluating our work.

We have been studying homonyms.

We are celebrating 100 days of being in school. We have enhanced this great day with writing, illustrating, math, and reading all focused around 100.

We have spent January learning about habitats. Come see our work during parent teacher conferences next month.

We are continuing to practice our typing skills and will begin publishing next month.

We are comparing and contrasting Native American culture and Chinese culture.

We are delving deeper into using geographic skills to identify features and places on a map and globe.

We have some amazing abilities when it comes to using a hula hoop!

Third Grade

Dashing through 3rd grade!

We have started an exciting unit on Native Americans. The students will be learning about and creating projects based on things that we are learning in Social Studies and during Enhancement Days. Look for headdresses and clay houses. Ask your child about sign language and to speak some Navajo words and phrases!

In health, we are studying skeletons and different bones in our bodies. In science, we are starting a unit on friction and motion. Science extension boxes are still available for checkout! In Character Ed, our theme for the month is respect. We are practicing ways at school and at home (hopefully) that we can show respect for others.

We are practicing our multiplication and division facts and working on new concepts such as: decimals, capacity, and percentages. We have had a “blast” studying and identifying rocks and reading about their uses.

We are looking forward to a science fair/field trip and celebrating a few holidays in between! We are also excited to start our minutes for the Read-A-Thon. The students will do great and thank you for your help!

Fourth Grade

The 4th grade’s “Utah County Fair” was a huge success! Each 4th grader did a presentation on a Utah county and displayed their hard work in the gym for parents and students to see. Then we celebrated Utah’s 115th birthday with song, balloons, flags, and the biggest Utah shaped cake (we believe) ever made!

For enhancement we learned about Utah’s pioneer and Indian heritage with mini classes including making scones and butter in the kitchen, Indian dream catchers, pioneer toys, and handmade Indian beads.

In science we have continued our in-depth study of Utah’s three environments; learning about the plants and animals that live in the forest, the wetlands, and the desert.

In Social Studies we have been studying the Indian tribes that were here when the Mormon pioneers arrived. The Utes (not the football team!), the Shoshone, the Navajo, the Piutes, and the Gosiutes

are now not just names to us, but instead, represent real cultures and people. We have also learned about 10 of the most influential people in Utah's history which include, Chief Ouray, Chief Kanosh, Chief Washokie, Chipeta (Chief Ouray's wife), Joseph Smith, Brigham Young, Colonel Thomas L. Kane, Jacob Hamblin, and Heber M. Wells (the first Governor of Utah). We are grateful for the opportunity to learn about Utah's rich and fascinating heritage.

We studied the hazards of smoking and made commercials for a state-wide anti-tobacco contest.

And last but not least, we have been studying the importance of respect; at home, at school, and in the community.

We love the 4th grade!

Fifth Grade

January

- We started the year off getting ready to attend Biz Town. So far in 2011 the students have learned about checking and saving accounts, philanthropy, taxes, and the free market model.
- The students have also been learning about theatre. Right now they are memorizing parts in order to perform a small play in class. They are also learning about the musical "Oklahoma". At the end of the month they will be going on a field trip to UVU where they will get a tour of the theatre and attend a live production of "Oklahoma".
- In science the students are studying magnets. Soon, they will be participating in a Match Box car race using magnets!
- Practices for The Liberty Bowl will start soon. Those that choose to participate in The Liberty Bowl will be asked to attend one practice per week, until the actual competition. Questions for The Liberty Bowl will come from major events that happened during the 1700's.

Sixth Grade

*Our trip to Ballet West was successful; students wrote in their journals and favorites were the Russian dance and the Mirlinton where children dance out from under the tall ladies skirts. They also noted the scenery and the architecture of the theatre.

*Our Christmas party was lots of fun as students created their own gingerbread houses. Thanks to all parents who gave precious time during this busy season.

*Third quarter begins Thursday 1-13:

*In Social Studies we are studying Ancient Greece and their mythology. Excitement abounds thanks to Rick Riordan's Olympians.

*Science Fair is a major project with grades for every step. Remember parents, you are the coaches not the doers.

*Students are showing excellent progress in math and writing

*Ms. Brailsford and Mrs. Christiansen were in charge of this year's spelling bee. Cora Nielsen was the winner, but Mitchell Brown was a challenging opponent for several rounds.

Congratulations to both and all who participated!

Wishing you all a Happy New Year,
Amanda Christensen
Linnea Brailsford
Linda Nelson

Spanish – Elementary

In our Spanish Department we are working on an art project with all of the Spanish Club members. This project has to do with Peru. The students will be making a necklace using different designs based on Inca culture. Social Studies are a very important part of the curriculum of Lakeview Academy and for the State of Utah in general. We are very happy to support our school's social studies objectives in this way. In addition, we are looking for parents with sewing ability for some upcoming projects. If you would like to help, please contact Mrs. Lambson at (801) 331-6788.

Art –Elementary

The **first and second grade** students finished their mobiles (inspired by Alexander Calder) and in honor of Martin Luther King Day they are now learning about the American master artist Jacob Lawrence. Inspired by his works the students will produce art works that emphasize shapes and tools. If you know of anyone who has an interesting tool collection that they would be willing to share with us please have them contact me.

The **third and fourth graders** are entering the final stage of mask making. Their sun and moon masks have exceeded my expectations. Please watch for their masks to be on display during the next few weeks and ask your student to tell you their personal mask story.

The **fifth and sixth graders** also created Alexander Calder inspired mobiles and will start mask making during the last week of January.

The **sixth graders** are learning to step up to the task of turning out a sketchbook drawing every week. I find their drawings delightful.

Please encourage your children to remember that “practice is not the thing you do once you are good, it is the thing you do that makes you good” (*Outliers*, Malcolm Gladwell)

Music—Elementary

Our elementary music classes had a great time preparing and performing for the school's annual Christmas program, singing in both English and Spanish. This week the upper grades had a special lesson on Civil Rights that included music and a video about the Civil Rights movement. Kindergarten and 1st grade are learning about rhythm, beat and tempo. 2nd grade is identifying and listening to the instruments of the orchestra. 3rd grade's lessons have been about the 3 B's – Bach, Brahms and Beethoven. 4th grade has learned our state song 'Utah, We Love Thee' for the County Fair on Friday.

Middle School Newsletters

History

US History- We're finishing up Life as a Revolutionary Soldier and moving on to Manifest Destiny. Who would you be? Billy Yank or Johnny Reb. Soon we'll move to the Civil War and life at that time period. Would you be able to handle it?

Student Government- What powers does the President have? Where can you find out? We're reading Article two of our Constitution and answering those questions. We're also beginning to plan our Valentines Social.

Study Skills- This class is just beginning and we will be learning the 6 Levels of Moral Development. Do you do what you do because of the rules or because you choose to?

Geography/World Civilization- We've finished developing our own countries and their cultures. We'll be making timelines to put everything together and see the cause and effect of history.

Math and Science

Through the winter and spring, Math and Science are combining efforts to create enhancement activities that cross curriculum and provide hands on experience in both fields. We are going to build "balsa" bridges and towers. These exciting activities will provide real life examples of how their knowledge in the classroom can be useful in the real word. 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. A lot of fun ought to be had too.

When it warms up, we are going to build and launch two liter bottle rockets. It will be a soaking experience.

January and February –

We are planning on designing and constructing Balsa Towers to stress test.

February and into March

We plan to move on into the construction of Balsa Bridges and stress test them.

March and April

We are considering constructing Trebuchet's

April and May

Bottle Rockets

English

Mrs. Ettinger's English classes are looking forward to new book clubs and new class arrangements. Seventh grade will be studying literature on a deeper level as they read and create their own stories. Eighth grade will be studying poetry, particularly from Robert Frost, and preparing for the Direct Writing Assessment (DWA) by writing lots of persuasive essays. The ninth grade will be studying *To Kill A Mockingbird* and learning about civil rights.

Spanish

Health

- We will be learning about mental/emotional health and self-concept.
 - Magazine activity
 - The game of life

Communication

- Gap communication
- Puzzle without language
- Men

Spanish I/II

- Love songs and conversation Hearts

PE

- Interactive games

Art

Lakeview Art Studio

In the art studio the Middle School students concluded first semester by making a mobile inspired by the work of Alexander Calder and then put together power point portfolios which include their feelings about the art works they have created this year. On portfolio day, at the end of the year, they will download their power-points to a CD and take home a permanent record of their accomplishments.

The second semester beginning art students are excited to start keeping a sketchbook. They have designed their own sketchbook covers and will begin an exploration of European art history by creating a collage self-portrait. The advanced art students will be challenged to approach their self-portraits from a new direction.

Volunteers: All parents of art students are asked to find some time to participate on the Art Committee which meets on Fridays from 11:45-12:30.

Choir

The Middle School Drama class finished up the semester by performing scenes from plays. We have some great actors and actresses here at Lakeview. It is so fun to see them in action!!!!

The Middle School Choir had a great semester, performing for the Veterans Day Assembly, Lakeview's Annual Christmas Concert and a final performance at Temple Square where they received rave reviews from those in the audience! Yeah!

We are all looking forward to an equally wonderful spring semester!!!!

BOARD REPORT

DIRECTOR: BUD STONE

MANAGER: BRYAN ETTINGER

ELECTRICAL: We have been working to find solutions to are interior light system, currently we do not have the ability to turn of the hallway lighting, this means we have them on continually .I have been working with Capital electric and we have found several solutions . We also will set up the office override switches to turn the parking lot lights on and off as needed, plus we will have the ability to use timers to control the on off cycles within the building, to reduce are energy use considerably.

PLUMBING: Nothing noted.

HVAC: Preventive maintenance program and Repair proposals in proses.
Correct fuses are now installed in all unites.

SECURITY: Mountain West Security has ben completely through are security system. We have had numerous problems with this system, several problems were discovered and repairs have ben maid. We have had no issues to date.

JANITORIAL: Nothing noted

EXTERIOR: Nothing noted

.NOTE: I have provided a safety Program to Administration this includes out lines and procedures for all aspects of emergency preparedness. Fireflood, earth quake and natural disasters. It also cover Lock downs, Intruder threats and bio hazard situations. This information was given to us by are risk management advisor, who has been very helpful.

NOTE: I now have all MSDS information completed along with all required materials to complete it. All materials will be displayed in the supply room as well as in the science room.

NOTE: Fire extinguishers have been installed in the student kitchen.

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	96	0	3	transferred to public x3	0
3	98	0	2	moved out of state/public	0
4	94	0	3	transferred to public x3	0
5	72	0	2	moved out of state/?	0
6	70	0	3	Transferred to public x3	0
7	48	0	3	transferred to public x3	0
8	47	0	3	transferred to public x3	0
9	4	0	2	moved out of state/public	0
Total	682	9	21		0

Board Members Report

Tina Smith

I attended several school events in Jan – Robotics competition, 4th grade county fair, various Friday enhancement activities, and Literacy Night. It is wonderful to see the charter being implemented as well as parents, teachers and admin working together to make it all possible.

In preparation for and during a board training this month; I read and reviewed several portions of the Charter; specifically those that outline roles and responsibilities of the board and director, curriculum instruction, accountability and evaluations. I worked with the board and business manager in resolving an HR issue. I worked with the board on policy development. I also worked with the board on developing strategic plan. I re-read portions of several leadership books – “Good to Great” “7 Outs”, and “Anatomy of Peace”

I attended the state charter association meeting where I spoke with several board members from other charter schools. I have spoken with local businesses regarding Lakeview and am working on building relationships with owners. I also worked with our business manager on weekly financial matters

I was able to meet with Alan Daniels and I completed our first rough draft of changes to the educational coordinator’s evaluation.

Alan Daniels

I have not had the chance to attend many school functions lately, have attended afterschool sporting events, as my schedule has permitted. These events have been at Lakeview and at other schools. While in other charters schools, I like to walk the halls, peak in the empty classrooms, and get a sense of the look and feel of these other schools, to see how we are doing in comparison. I am pleased to say that I have not yet found another school that I enjoy as much as what we have here, even in the after hours of the school day. Others may be more impressive on the exterior, but within the wall we are more impressive.

I have been working on evaluation forms, and I submitted an article for the monthly newsletter.

Most recently I have had the opportunity to talk to another charter school involved individual, back East, and found out that we share many similarities. I look forward to continuing conversations with him in the near future.

Justin Turner

For the month of January I met as part of a committee that finalized a proposal for evaluating Lakeview's Director. I also met with the Board President on charter training, clarifying internal processes, and how our board could be more effective at governance.

Cory Thorson

This month I reviewed the financial statements and made sure that spending is in line with the Lakeview Academy Charter.

Every Friday in January I reviewed budgets and approved purchases for Lakeview Academy. I was able to review the purchase policy and submit changes to the board of trustees for consideration at the February 2nd board meeting.

I have begun the process of gathering information for Lakeview Academy to Join the Lehi Area Chamber of Commerce, this will help us network with businessmen in the area. I was able to attend the groundbreaking of Karl G Maeser Preparatory Academy and network with their board members.

I meet with Joylin Lincoln and Justin Turner via a conference call to finalize the director's evaluation process.

Joylin Lincoln

I have been working on the charter training for tonight's meeting. The focus of the training will be communication. Communication is a key element to our charter; by focusing on key elements of the charter we can ensure the implementation of the charter.

I have been working on the creation of a new ends policy that is built upon the foundation of existing board procedures that have been mandated by law. This policy will help both the board and the administration understand their rolls in relation to the creation of a new class for the middle school or implementing new curriculum. I have also been working on filing and organizing board documents from the last 6 years. I was able to complete my assignment of putting together the board agenda and packet and ensuring legal compliance.

I was able to attend the state charter association meeting this month. At this meeting those in attendance were trained on the roles of a business manager in relation to completing state reports. On the 25th of January I had to the opportunity to attend the first ever Lakeview Academy Literacy Night. I came away from this event with tons of ideas on how to help my children practice their reading, and writing skills at home. This event fulfilled many aspects of the charter including but not limited to improving student learning, encouraging the use of different and innovative teaching methods, increasing learning opportunities for students, and providing a greater opportunity for parental involvement.

I was able to meet with both Cory Throson and Justin Turner to complete the director evaluation form that will be introduced to the board during the February 2, 2010 board meeting.

**CHARTER SCHOOL MONTHLY
FINANCIAL AND ENROLLMENT REPORT**
COMPLETE
ALL
SECTIONS

LEA Name Lakeview Academy

District in which charter
LEA is physically located: _____

For the month or quarter of: Oct-Dec 2010

FINANCIAL REPORT ¹		
Use this form, or attach monthly financial statement.		
	Month/Quarter	YTD
Revenues		
1000 Local Funds	32,845.66	67,465.19
3000 State Funds	\$ 965,144	\$ 1,931,738
4000 Federal Funds	27,496	(9,093)
5000 Other Financing Sources		
<i>Total Revenue</i>	<i>\$1,025,486</i>	<i>\$1,990,110</i>
Expenditures (Objects)		
100 Salaries	\$ 567,438	\$ 939,721
200 Employee Benefits	96,298	147,802
300 Prof. and Technical	55,373	107,028
400 Purch Property Serv.	17,109	29,875
500 Other Purchased Serv.	26,801	35,363
600 Supplies and Materials	62,581	169,141
700 Property	12,778	51,396
800 Other	3,666	406,963
<i>Total Expenditures</i>	<i>\$842,046</i>	<i>\$1,887,289</i>
Excess (Deficiency) of Revenues over Expenditures	\$ 183,440	\$ 102,821

ENROLLMENT REPORT ²		
Quarter or Month		
Grade	Count	Transferred
K	77	
1	76	
2	99	
3	100	
4	98	
5	75	
6	73	
7	50	
8	50	
9	6	
10		
11		
12		
Self Contained. Sp. Ed. Home/Hospitalized etc.		
Total Students	704	

¹ For the first to the last day of the preceding month or quarter

² As of the first day of the preceding month

Supporting Documentation

This form is due to USOE by the 20th of the month for each preceding month.

NOTE: Please attach copy of Board Minutes for preceding month.

Lakeview Academy
Balance Sheet
December 31, 2010

ASSETS

Current Assets		
Cash in Bank	\$	478,381.18
Cash in Savings		250,606.20
Petty Cash in Drawer		792.98
State Purchase Card		17,496.80
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		333,255.88
Prepaid Insurance		24,280.26
		<hr/>
Total Current Assets		2,193,289.97
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>2,193,289.97</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll Clearing	\$	(1,231.52)
Accounts Payable		20,736.90
Income Tax Sweep		494.13
		<hr/>
Total Current Liabilities		19,999.51
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		19,999.51
Capital		
Retained Earnings		2,223,858.95
Net Income		(50,568.49)
		<hr/>
Total Capital		2,173,290.46
		<hr/>
Total Liabilities & Capital	\$	<u><u>2,193,289.97</u></u>

Unaudited - For Management Purposes Only

Lakeview Academy
Statement of Cash Flow
For the six Months Ended December 31, 2010

	Current Month	Year to Date
Cash Flows from operating activities		
Net Income	\$ 83,314.02	\$ 102,817.54
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 Recievable	0.00	3,812.00
Federal Recieveable	0.00	106,684.36
Prepaid Expenditures	0.00	0.00
Accrued Salaries & Withholding	0.00	(163,664.95)
Deffered Rev - State	0.00	(3,598.00)
Accrued Payroll	0.00	0.00
Payroll Clearing	(10,847.31)	(1,231.52)
Accounts Payable	(25,077.82)	(4,271.22)
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	(35,925.13)	(61,568.21)
	<hr/>	<hr/>
Net Cash provided by Operations	47,388.89	41,249.33
	<hr/>	<hr/>
Cash Flows from investing activities		
Used For		
	<hr/>	<hr/>
Net cash used in investing	0.00	0.00
	<hr/>	<hr/>
Cash Flows from financing activities		
Proceeds From		
Acc Other Comp Gain	0.00	0.00
Used For		
Acc Other Comp Gain	0.00	0.00
	<hr/>	<hr/>
Net cash used in financing	0.00	0.00
	<hr/>	<hr/>
Net increase <decrease> in cash	\$ 47,388.89	\$ 41,249.33
	<hr/> <hr/>	<hr/> <hr/>
Summary		
Cash Balance at End of Period	\$ 2,169,009.71	\$ 2,169,009.71
Cash Balance at Beg of Period	(2,121,620.82)	(2,127,760.38)
	<hr/>	<hr/>
Net Increase <Decrease> in Cash	\$ 47,388.89	\$ 41,249.33
	<hr/> <hr/>	<hr/> <hr/>

Unaudited - For Internal Use Only.

**Lakeview Academy
Account Reconciliation
As of Dec 31, 2010
1030 - Cash in Bank**

Bank Statement Date: December 31, 2010

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance		768,600.45
Add: Cash Receipts		6,921.53
Less: Cash Disbursements		(139,622.50)
Add (Less) Other		(157,518.30)
Ending GL Balance		478,381.18
Ending Bank Balance		496,604.31
Add back deposits in transit		
Total deposits in transit		
(Less) outstanding checks		
Apr 30, 2010	201385	(131.83)
Dec 9, 2010	201521	(350.00)
Dec 9, 2010	201550	(100.00)
Dec 9, 2010	201561	(350.00)
Dec 9, 2010	201564	(200.00)
Dec 31, 2010	201580	(2,208.48)
Dec 31, 2010	201581	(2,257.14)
Dec 31, 2010	201582	(374.52)
Dec 31, 2010	201583	(1,929.79)
Dec 31, 2010	201584	(2,510.20)
Dec 31, 2010	201585	(2,123.99)
Dec 31, 2010	201586	(710.23)
Dec 31, 2010	201587	(262.46)
Dec 31, 2010	201588	(1,230.96)
Dec 31, 2010	201589	(615.63)
Dec 31, 2010	201590	(637.54)
Dec 31, 2010	201591	(1,063.93)
Dec 31, 2010	201592	(661.68)
Dec 31, 2010	201593	(218.16)
Dec 31, 2010	201594	(299.67)
Dec 31, 2010	201595	(50.59)
Dec 31, 2010	201596	(91.12)
Dec 31, 2010	201597	(44.91)
Dec 31, 2010	201598	(33.01)
Dec 31, 2010	201599	(403.09)
May 1, 2009	2340	(550.96)
May 5, 2009	2342	(80.00)
May 6, 2009	2355	(174.86)
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)
Oct 13, 2010	3568	(1,110.00)
Oct 22, 2010	3582	(6.00)
Oct 22, 2010	3594	(29.05)
Nov 18, 2010	3670	(16.35)
Dec 2, 2010	3688	(30.16)
Dec 2, 2010	3691	(200.00)
Dec 10, 2010	3698	(300.00)
Dec 10, 2010	3703	(23.96)
Dec 16, 2010	3720	(426.00)
Dec 16, 2010	373725	(30.00)
Dec 16, 2010	373726	(995.00)
Dec 16, 2010	373731	(433.50)
Dec 31, 2010	3741	(16.00)
Total outstanding checks		(23,460.31)

Account ID	Actual	Current Month Actual	Annual Budget	Year to Date Actual	Year to Date Variance Used/Received	Percentage
Revenues						
01.130A	Student Fees	107.00	9,200.00	4,054.77	(5,145.23)	44.07
01.310	Income - Background Checks	60.00	1,000.00	1,600.00	600.00	160.00
01.500	Income - Interest Income	127.67	2,000.00	606.20	(1,393.80)	30.31
01.610	Lunch Fee - Students	6,333.65	75,000.00	40,161.19	(34,838.81)	53.55
01.610D	Income - Drama	30.00	0.00	30.00	30.00	0.00
01.620	Lunch Fee - Adult	0.00	1,500.00	0.00	(1,500.00)	0.00
01.900B	Fundraising	239.84	20,000.00	19,537.57	(462.43)	97.69
01.900E	Income-Student Government EM	0.00	1,800.00	0.00	(1,800.00)	0.00
01.900M	Income-Student Government MS	(50.00)	0.00	872.96	872.96	0.00
01.900O	Student Government - Orphanage	0.00	100.00	49.50	(50.50)	49.50
01.920	Income - Corporate Donation	0.00	0.00	500.00	500.00	0.00
01.920B	Income - Cash Donation	50.00	0.00	50.00	50.00	0.00
	Subtotal Local Funds	6,898.16	110,600.00	67,462.19	(43,137.81)	
03.010	Income-K-12 WPU	138,365.00	1,563,079.35	820,839.00	(742,240.35)	52.51
03.020	Income-Professional Staff	6,642.00	62,523.17	39,850.00	(22,673.17)	63.74
03.105	Income-Special Ed Add-on	15,955.00	179,745.75	95,733.00	(84,012.75)	53.26
03.110	Income-SPED Self-Contained	1,492.00	25,770.00	8,955.00	(16,815.00)	34.75
03.155	Career And Tech Add On	0.00	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	1,153.00	4,497.86	3,053.00	(1,444.86)	67.88
03.218	Income - Homeless & Minority	0.00	0.00	397.00	397.00	0.00
03.230	Income-Class Size Reduction	13,332.00	151,836.36	79,994.00	(71,842.36)	52.68
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	385.00	208,549.95	385.00	(208,164.95)	0.18
03.410	Flexible Allocation	23,840.00	0.00	120,096.00	120,096.00	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	93,985.00	1,065,520.00	579,381.00	(486,139.00)	54.38
03.770	State Liquor Control Tax	1,739.00	18,800.00	1,314.00	(17,486.00)	6.99
03.799	Income - Summative Testing	148.00	0.00	592.00	592.00	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	59.00	588.84	257.00	(331.84)	43.65
03.842	Income-Administrative Costs	5,693.00	69,100.00	36,943.00	(32,157.00)	53.46
03.868	Income-Teachers Mat. & Supp.	0.00	5,700.00	4,986.00	(714.00)	87.47
03.876	Income - Educator Salary Adjus	20,596.00	183,518.00	97,986.00	(85,532.00)	53.39
03.990	Income-U-PASS	0.00	0.00	296.00	296.00	0.00
	Subtotal State Funds	323,384.00	3,590,654.80	1,931,738.00	(1,658,916.80)	
04.524	Federal IDEA Flow Through	0.00	114,277.00	(15,941.66)	(130,218.66)	(13.95)
04.524A	Federal IDEA Discretionary	0.00	1,834.00	0.00	(1,834.00)	0.00
04.571	Lunch-Federal Reimbursement	1,507.00	12,174.00	5,360.00	(6,814.00)	44.03
04.572	Federal National School Progra	5,521.00	41,965.00	20,269.00	(21,696.00)	48.30
04.574	Federal Breakfast Program	1,291.00	10,070.00	4,816.00	(5,254.00)	47.83
04.664	IDEA ARRA	0.00	0.00	(24,895.70)	(24,895.70)	0.00
Unknown	Extended Year Special Educator	0.00	0.00	1,299.00	1,299.00	0.00
	Subtotal Federal Funds	8,319.00	180,320.00	(9,093.36)	(189,413.36)	
	Total Revenues	338,601.16	3,881,574.80	1,990,106.83	(1,891,467.97)	51.27
Expenses						
115.20	Merit Pay- Admin Expense	0.00	10,000.00	1,500.00	(8,500.00)	15.00
115.22	Wages-Instructional Support	10,194.58	113,935.00	58,105.70	(55,829.30)	51.00
115.23	Wages Directors	11,616.67	131,000.00	62,344.89	(68,655.11)	47.59
131.10	Wages- Teachers CACTUS	114,361.16	1,115,576.00	499,232.85	(616,343.15)	44.75
131A.10	Wages - Special Education	11,007.42	138,120.00	56,163.90	(81,956.10)	40.66
131B.10	Merit Pay- Teacher Expense	0.00	48,800.00	35,161.00	(13,639.00)	72.05
132.10	Wages- Substitute Teacher	3,961.10	50,000.00	10,943.88	(39,056.12)	21.89
152.24	Wages - Office Support	6,277.80	59,780.00	34,137.81	(25,642.19)	57.11
161.10	Wages- Teachers' Aides	24,905.87	205,570.00	113,053.64	(92,516.36)	55.00
182.26	Wages- Maintenance	7,637.03	84,680.00	42,294.95	(42,385.05)	49.95
191.31	Wages-School Lunch	5,158.06	47,736.00	26,782.56	(20,953.44)	56.11
	Salaries Subtotal	195,119.69	2,005,197.00	939,721.18	(1,065,475.82)	
220.00	Social Security & Medicare Tax	13,752.63	153,397.57	66,028.19	(87,369.38)	43.04
230.00	Retirement & Mgt. Expense	10,367.37	114,857.89	(5,760.24)	(120,618.13)	(5.02)
240.00	Employee Benefits Expense	(11,744.41)	247,923.59	80,010.77	(167,912.82)	32.27
270.00	Worker's Compensation Insuranc	1,494.36	15,000.00	6,083.94	(8,916.06)	40.56
280.00	Unemployment Insurance	245.23	2,000.00	1,439.66	(560.34)	71.98
	Employee Benefits Expense Subtotal	14,115.18	533,179.05	147,802.32	(385,376.73)	
300.10	Special Education Services	17,701.00	80,000.00	36,049.21	(43,950.79)	45.06
300.20	Outside Services- Prof. & Tech	100.00	9,000.00	7,501.25	(1,498.75)	83.35
310.23	Business Services	7,475.00	86,200.00	43,475.00	(42,725.00)	50.44
330.20	Prof. Dev. - Other	0.00	1,500.00	0.00	(1,500.00)	0.00
330E.10	Professional Development EM	0.00	22,500.00	8,686.24	(13,813.76)	38.61
330M.10	Professional Development - MS	0.00	10,000.00	196.50	(9,803.50)	1.97
330S.10	Pro. Development - Special Ed	0.00	5,000.00	0.00	(5,000.00)	0.00
340.23	Bank Fees	224.71	6,000.00	(1,430.45)	(7,430.45)	(23.84)
341.23	Accounting Services	0.00	11,000.00	12,550.00	1,550.00	114.09
	Professional and Technical Subtotal	25,500.71	231,200.00	107,027.75	(124,172.25)	
400.26	Security Expense	0.00	700.00	925.55	225.55	132.22
400.45	Building Improvements	0.00	0.00	5,980.41	5,980.41	0.00
412.26	Garbage Expense	539.55	6,800.00	3,623.60	(3,176.40)	53.29
430.26	Property Repairs & Maint.	0.00	2,000.00	17,794.56	15,794.56	889.73
433.26	Property Services	182.50	2,500.00	1,550.55	(949.45)	62.02
	Purchased Property Services Subtotal	722.05	12,000.00	29,874.67	17,874.67	
500A.23	HR-Payroll Processing	416.30	0.00	1,129.75	1,129.75	0.00
500B.23	Copier Maintenance Expense	0.00	10,000.00	2,019.41	(7,980.59)	20.19
520.26	Equipment Repairs	0.00	0.00	1,106.18	1,106.18	0.00
521.26	Insurance Expense	0.00	20,564.00	21,512.00	948.00	104.61
531.23	Telephone- Voice	428.90	4,800.00	2,475.24	(2,324.76)	51.57
531B.23	Internet Expense	0.00	4,786.00	648.00	(4,138.00)	13.54
532.23	Postage & Mailing Expense	0.00	3,000.00	1,700.39	(1,299.61)	56.68
540.22	HR-Recruitment	0.00	5,000.00	83.28	(4,916.72)	1.67
540.23	Advertising & Promotions	0.00	2,500.00	1,215.62	(1,284.38)	48.62
581.00	Mileage	160.23	2,000.00	848.10	(1,151.90)	42.41
594.10	Field Trips Expense	165.00	11,800.00	2,625.00	(9,175.00)	22.25
	Other Purchased Services Subtotal	1,170.43	64,450.00	35,362.97	(29,087.03)	
600.21	Extra Curricular	1,819.67	10,000.00	5,049.50	(4,950.50)	50.50
600.24	Supplies-Medical/First Aid	3.69	2,000.00	1,490.68	(509.32)	74.53
600A.21	Student Government Middle Scho	0.00	2,000.00	326.47	(1,673.53)	16.32
600E.20	Supplies - Administration - EM	0.00	2,000.00	1,267.91	(732.09)	63.40
600M.20	Supplies Administration MS	49.35	0.00	49.35	49.35	0.00
610.00	Supplies- Copier & Printer	370.16	5,000.00	5,164.49	164.49	103.29
610.10	Supplies- Classroom	214.69	28,000.00	19,167.27	(8,832.73)	68.45
610.20	Supplies Administration - Othe	0.00	1,000.00	315.91	(684.09)	31.59
610.26	Supplies- Custodial Supplies	0.00	25,000.00	18,966.20	(6,033.80)	75.86
610A.10	Testing & Testing Materials	0.00	2,000.00	1,373.69	(626.31)	68.68
610B.10	Supplies-Teacher Class Funds	421.23	10,000.00	1,827.73	(8,172.27)	18.28
610C.10	Supplies-Physical Education	0.00	1,000.00	926.79	(73.21)	92.68
610D.10	Supplies-Special Education	0.00	3,000.00	2,714.86	(285.14)	90.50
610E.10	Elementary Enhancement	1,789.64	7,000.00	3,664.79	(3,335.21)	52.35
610M.10	Middle School Enhancement	275.56	3,000.00	313.67	(2,686.33)	10.46
620.26	Utilities Expense	5,765.36	58,000.00	28,444.29	(29,555.71)	49.04
630.31	Lunch Program-Food	5,087.07	75,000.00	36,673.45	(38,326.55)	48.90
641.10	Curriculum & Materials	854.99	20,000.00	24,891.87	4,891.87	124.46
641A.10	Curriculum-Special Education	30.00	5,000.00	248.39	(4,751.61)	4.97



Performance Review

EMPLOYEE INFORMATION				
Name: Bud Stone	Employee ID: _____			
Job Title: Director	Date: _____			
Department: Elementary School	Manager: _____	Board of Trustees		
Review Period:	July- October	November- February	March-June	
Ratings:	Needs Immediate Improvement	Need Improvement	Meets Expectations	Exceeds Expectations
Categories				
Charter Management The following items were considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Global Ends Policy is being achieved The Ends Policy on Enrollment is being achieved Five Year Charter Implementation plan is up-dated, focused on school needs and effectively being used Supports policies established by Board of Trustees				
Comments/Goals regarding this section:				
Program and General Management: The following items were considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ends Policies for Language Arts, Mathematics, Science, Arts and Technology are being achieved Instructional programs are consistent with the charter Special Education student are accommodated in accordance with policy and law School is clean and free from safety hazards Academic records are kept neatly and accurately State reports are completed on time and accurately School programs overseen by Director operate within established budget Student and employee records and information is kept confidential Student Progress is evaluated and used in improving programs				
Comments/Goals regarding this section:				

EMPLOYEE INFORMATION			
Name	Bud Stone	Employee ID	
Job Title	Director	Date	
Department	Elementary School	Manager	Board of Trustees
Review Period	July- October	November- February	March-June
Staff Management: The following items were considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Parent Satisfaction Ends Policy is being achieved with regards to the staff Staff members are aware of policies, procedures and state law Instructional and support staff are evaluated and observed regularly Employee issues are handled promptly, effectively and legally</p>			
Comments/Goals regarding this section:			
<p>Public Relations Management: The following items were considered</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<p>The Parent Satisfaction Ends Policy is being achieved. Director has a positive rapport with students, staff and parents. Parents are aware of their student's progress and performance at school. School has positive professional relationships with the public School activities are consistent with charter. Written communication is prompt, professional, accurate and appropriate. School newsletters are positive, reflective of the school's vision, and completed on time. Parents contribute to the school's success by having opportunities to serve throughout the school.</p>			
Comments/Goals regarding this section:			
<p>Professional Behavior and Development: The following items were considered</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<p>Attends workshops, seminars and conferences as assigned Attends monthly State meetings Attendance at school is regular and on time Director models professional, ethical, and responsible behavior Director has a positive working relationship with the Board of Trustees Accepts guidance and coaching from Board of Trustees</p>			
Comments/Goals regarding this section:			

EMPLOYEE INFORMATION			
Name	Bud Stone	Employee ID	
Job Title	Director	Date	
Department	Elementary School	Manager	Board of Trustees
Review Period	July- October	November- February	March-June

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 your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature	Date
Employer Signature	Date



Performance Review

EMPLOYEE INFORMATION				
Name	Kathryn Stone			Employee ID
Job Title	Educational Coordinator			Date
Department	Elementary & Middle School			Manager
Review Period	July - October	November - February		March -
Ratings:	Needs Immediate Improvement	Need Improvement	Meets Expectations	Exceeds Expectations

Categories

Charter Management

The following items were considered

Consistent implementation of policies established by Administration and Board of Trustees

Comments/Goals regarding this section:

Educational Program Management:

The following items were considered

Contributing to the achievement of the Ends Policies for Language Arts, Mathematics, Science, Arts and Technology
 Curriculum and instructional programs are consistent with the charter
 Classrooms have all the necessary supplies and materials needed for success
 Students are placed in appropriate classes for success
 Works with Director and Special Education Coordinator to ensure that students are accommodated in accordance with policy and law
 School standards are upheld and enforced in all areas
 School programs overseen by the Education Coordinator operate within established budget
 Student and employee records and information is kept confidential
 Benchmarks are performed on schedule and scores are used to plan teacher in-service
 Student Progress is evaluated and used in improving programs
 Professional Development program is consistent with the charter

Comments/Goals regarding this section:

EMPLOYEE INFORMATION			
Name	Kathryn Stone	Employee ID	
Job Title	Educational Coordinator	Date	
Department	Elementary & Middle School	Manager	Board of Trustees
Review Period	July - October	November - February	March -
Educational Staff Management: The following items were considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff has working knowledge of the charter and Utah State core curriculum
 Instructional and support staff are observed regularly
 Conference with teachers and set professional development goals regularly
 Teachers and aides are empowered to accomplish their jobs independently
 Teacher portfolios are up to date
 Teachers are trained in how to handle discipline that is in line with related policies
 Teachers trained in methods of classroom preparation and management to enhance instruction as prescribed by charter

Comments/Goals regarding this section:

Communication: The following items were considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------------------------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Develops/Maintains a positive rapport with students, staff and parents, the board, and the community
 Maintains a positive professional relationships with other schools and USOE
 Communication with all parties is focused on the school's mission and vision, and charter
 Communication is professional, timely, accurate and appropriate
 Private information about students, staff, families and Lakeview Academy is kept confidential

Comments/Goals regarding this section:

EMPLOYEE INFORMATION			
Name	Kathryn Stone	Employee ID	
Job Title	Educational Coordinator	Date	
Department	Elementary & Middle School	Manager	Board of Trustees
Review Period	July - October	November - February	March -
Professional Behavior and Development: The following items were considered		<input type="checkbox"/>	<input type="checkbox"/>

Attends workshops, seminars and conferences assigned
 Adheres to and supports all school policies
 State laws and regulations are known and followed
 Models professional, ethical, and responsible behavior
 Maintains a positive working relationship with the Board of Trustees
 Accepts guidance and coaching from supervisors

Comments/Goals regarding this section:

EVALUATION CONCLUSION:

Overall Rating

ADDITIONAL
 COMMENTS/GOALS:

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature

Date

Employer Signature

Date

Amended Agenda
Lakeview Academy Board of Trustees Meeting
Minutes
June 18, 2009 at 9:00 a.m. at Lakeview Academy, Saratoga Springs

- I. **Roll Call**
Tina Smith, Alan Daniels, Mandee Dean, Joylin Lincoln, Cory Thorson
- II. **Pledge of Allegiance**
- III. **Portfolio Policy- action may be taken**
Penny Ralphs was concerned about some spelling errors. They will be fixed. She was also worried about parent involvement. Mandee Dean thought it was great that both schools were happy about the new policy. Tina Smith loved for the allowance of digital portfolios.
Mandee Dean moved to approve the Portfolio policy. The vote was unanimous.
- IV. **Charter Implementation Plan- action may be taken**
The board and administration brainstormed how to create a 5 year plan. We then divided into two groups administration and board. Each group began to develop a five year plan for their stewardship. At noon we broke for lunch. After lunch each group shared the start of their plan.
- V. **Family Handbook- action may be taken**
This item will be discussed at the August Board of Trustees meeting.
- VI. **New Business**
No new business.
- VII. **Adjourn**

Lakeview Academy Board of Trustees Meeting
August 6, 2009 at 4:00 p.m. at
Minutes

I. Roll Call

Tina Smith, Cory Thorson, Joylin Lincoln
Alan Daniels and Mandee Dean were excused

II. Pledge of Allegiance

III. Motion to enter into closed session pursuant Utah law 52-4-205 for the purpose of discussion of the character, professional competence, or physical or mental health of an individual; strategy session to discuss collective bargaining; strategy session to discuss pending or reasonably imminent litigation; discussion regarding deployment of security personal, devices, or systems; or investigative proceedings regarding allegation of criminal misconduct.

Alan Daniels arrived.

Joylin Lincoln moved to enter into a closed session pursuant Utah law 52-4-205.

Tina Smith	Aye
Cory Thorson	Aye
Joylin Lincoln	Aye
Alan Daniels	Aye

IV. Action if any from closed session.
No Action taken

V. Work session (discussion will be limited trustees and invited guests)

1. Internal monitoring Reports Discussion
2. Question and Answer session about any item on the agenda
3. Three year Transition to Governing Board
4. Handbooks

VI. Welcome to general session

VII. Directors Report (these reports are given orally)

1. Elementary Director

- a. We need to fill a vacancy in 6th grade. Interviews have been set up. With regards to the facilities all cabinets and, the door over the front office so that we can secure the office have been installed. The blacktop completed and the connector for the carpool.

2. Middle School Director

- a. We are still in search of a band teacher. We are working with LDS church in regards to release time seminary. We are grateful for the addition of Mrs. Van Tassell to the middle school. Enrollment is down because parents have not withdrawn so we staffed for 175. We will be starting with about 110-115 students. We had a cheerleading camp and our cheerleaders and they performed at three different city days.

VIII. Reports (these reports are for Q and A only)

1. Discipline Policy Internal Monitoring Report

The Discipline policy was found to be in partial compliance.

2. Financial Report

3. Enrollment Report

Deanne Monson gave an enrollment update. We currently have 724 students enrolled.

4. Management, SAC and Board Member reports.

IX. Charter and Board Training

1. Open Meeting Law

Joylin Lincoln reviewed open meeting law with the BOT so that we fulfill the state requirement to have training on open meeting law every year.

X. Board Business

Mandee dean resigned from the board of trustees effective today.

1. Appointment of Board Officers

Alan Daniels moved to make a motion to approve board resolution 080609-A. (The Lakeview Academy Board of Trustees appoints the following trustees to board officer positions:

Board President	Tina Smith
Board Vice President	Cory Throson
Board Secretary	Joylin Lincoln)

The vote was unanimous.

2. Board Committee Resolution

Joylin Lincoln moved to approve board resolution 080609-B (The Lakeview academy Board of Trustees in accordance with Board Committee Principles Policy 030509-3 will create the following Board Committees: Facility Use Committee; This committee will recommend a facility use policy to the Board of Trustees to be a study item no later than March 2010. Community Education Committee: This committee will recommend a community education policy including after school programs if they do not currently fall under the extracurricular policy. This policy will be submitted to the board of Trustees as a study item no later than March 2010.) The vote was unanimous.

3. Board Committee Appointments

Joylin Lincoln moved to approve the board committees. (Facilities Use Committee: Alan Daniels, Brian Ettinger, Bud Stone. Community Education Committee: Joylin Lincoln, Penny Ralphs, Cory Thorson, Athletic Director, School Life Advisor.) The vote was unanimous.

XI. Public Comment not related to items on the agenda all items are limited to 2 minutes

Megan Ettiniger introduced the pennies for peace program. She would like to see this program adopted that we can put jars around the school to collect pennies and create a service learning opportunity.

XII. Consent Agenda

1. Minutes March 5, 2009
2. Minutes April 30, 2009
3. Minutes May 7, 2009
4. Minutes June 4, 2009
5. Tyson Contract
6. Squire Contract
7. Dress Code Policy

JL moved to approve the consent agenda. The vote was unanimous.

XIII. Study Items (The BOT reserves the right to take action on any study Items)

1. PALS BCI Clearance

The board decided that this was administrative in nature because it is a procedure.

XIV. Action Items

1. 2009-2010 Board Meeting Calendar

Joylin Lincoln motion to approve the 2009-2010 meeting calendar. The vote was unanimous.

2. Family Handbook

Joylin Lincoln will insert the grievance policy.

A motion was made to approve the family handbook. The vote was unanimous.

3. Employee Handbook

A motion was made to approve the employee handbook. The vote was unanimous.

4. Computer Use Policy

A motion was made to approve the computer use policy with noted changes. The vote was unanimous.

5. Classified Records Policy

A motion was made to approve the classified records policy. The vote was unanimous.

XV. New Business

No new business

XVI. Adjourn

Lakeview Academy Board of Trustees Meeting
September 3, 2009
Minutes

I. Work session (discussion will be limited trustees and invited guests)

1 Discussion with interested parties in Open Positions or BOT

2 BOT Password

The email password for the bot will be changed.

3. Director Training for 2009-2010 School Year

This will be e-mailed out.

4. Questions and Answer session about any item on the agenda

5 Release Time

Mr. Beecher and Ms. Ralphs gave a presentation about release time classes.

6. Update on Carpool

Mr. Stone updated the BOT on the carpool issues. He is confident that they will be solved.

7. Training on Transition to Governing Board

Lincoln Fillmore began the BOT and administration governance training. This will be ongoing for the next several months.

8. Repealing policy process

Tina Smith and Joylin Lincoln will begin looking at policies that can be turned over to the administration.

II. Welcome to general session

III. Roll Call

Tina Smith, Joylin Lincoln, Alan Daniels

Cory Thorson was excused

IV. Pledge of Allegiance

V. Directors Report

- 1. Elementary Director**
- 2. Middle School Director**

VI. Reports

1. Grievance Policy Internal Monitoring Report

This report shows that Lakeview Academy is compliant with their grievance policy.

2. Consent Agenda Policy Internal Monitoring Report

This report shows that we are in piratical compliance and that full compliance with the consent agenda policy by November 2009.

3. CRT Report

There were several computer glitches in this report that are being worked out with the state.

4. Financial Report

5. Financial and Enrollment Report (state)

Joylin Lincoln thanked the administration for sending this report to the BOT and would like to see all reports that are sent to the state.

6. Enrollment Report

Deanne Monson gave an update that reflects the numbers as of September 3, 2009.

7. Enhancement Day Calendar

8. Office Manager Report

9. SAC Report

Joylin Lincoln moved to amend the agenda to have public comment come before the charter and board training. The vote was unanimous.

IX. Public Comment not related to items on the agenda all items are limited to 2 minutes

Several comments were made on working with the LDS seminary located next to Westlake High School.

VII. Charter and Board Training

1. Assignments for future Trainings

This will be e-mailed to the BOT

2. Communication Training

Tina Smith presented training on communication.

VIII. Board Business

1. Appointment of Board

No appointment was made

X. Consent Agenda

1. Employee Salary Wage Agreements

2. Bond Release Funds

Joylin Lincoln moved to approve the consent agenda. The vote was unanimous.

XI. Study Items (The BOT reserves the right to take action on any study Items)

1. K-3 Reading Grant

Kathryn Stone presented this grant to the BOT.

Alan Daniels moved to approve the K-3 reading Grant. The vote was unanimous.

2. Yearbook and journalism curriculum proposal

This will be an action item on the October 1, 2009 BOT agenda.

3. Release Time Policy

It is recommended that this policy be combined with the part time enrollment policy and come back as an action item in October.

XI1. Action Items

1. None

XIII. Motion to enter into closed session pursuant Utah law 52-4-205 for the purpose of discussion of the character, professional competence, or physical or mental health of an individual; or investigative proceedings regarding allegation of criminal misconduct.

Joylin Lincoln made a motion to enter into a closed session pursuant Utah Law 52-4-205.

Tina Smith **Aye**
Joylin Lincoln **Aye**
Alan Daniels **Aye**

XIV Action if any from Closed Session

No Action taken

XV. New Business

No New Business

XVI. Adjourn

Lakeview Academy Board of Trustees Meeting
October 1, 2009 at 4:00 p.m.
Minutes

I. Governance Training

II. Pledge of Allegiance

III. Directors Report (these reports are given orally)

3. Elementary Director

- a. Bud Stone reported that we had 92% attendance at parent teacher conference. He is currently interviewing for a 6th grade teacher. The school has hired a volunteer coordinator; we just finished coaching sessions with the thinking based learning instructor.

4. Middle School Director

- a. The middle school had 80% attendance at parent teacher conference. The volleyball team won their first game. Penny Ralphs is currently working with parents to develop an afterschool program. Each teacher will be responsible for overseeing one club. Cory Thorson was very excited about the 80% turnout for parent teacher conference. That is no small task in middle school.

IV. Reports (these reports are for Q and A only)

5. Financial Report

- a. Tina Smith was concerned about several items over budget and that we are only several months into the budget. James Fillmore responded that some of these items are reoccurring budgets items and they are working on fixing the report so it gives a more accurate picture of the financial condition of Lakeview Academy.
- b. Tina Smith was concerned that there was no budget for building improvement. James Fillmore responded that we have money in the bond accounts for building improvements.
- c. Tina would like to sit with the admin and go over the plan for budget cuts they submitted during a director's meeting.

6. Enrollment Report

- a. Joylin requested that we get a report that shows trends of movement, she would like to know how many students we loose in a month as well as how many students we gain.

7. Dibels Benchmark Report

- a. Kathryn Stone stated that it is a trend to drop over the summer the test is the current year test
- b. Joylin Lincoln wanted to know when we could expect to see middle school benchmark scores. Penny Ralphs remarked that they will be submitted next month.
- c. Joylin Lincoln encouraged the administration to continue to work on meeting the goals stated in the charter.

8. Math Benchmark Reports

- a. Kathrin Stone reported that a new benchmark test has been created in grades K-2 that reflects the state and charter standards.

9. Management, Facilities, SAC

- a. We would like to raise the height of the fence that surrounds the south playground to 6 feet.
- b. The SAC is hoping to simplify the process for parents to renew background checks. They have currently notified all parents who will need to renew their background checks this year
- c. Joylin Lincoln updated the BOT on the issue of Saratoga Springs calling an improvement bond for Lakeview Academy. Joel Wright has been working with the builder on getting these issues fixed. Joylin Lincoln met with the city and they said that at this time the school would not be held responsible for these repairs that they are working with the builder and the original improvement bond.

V. Charter and Board Training

1. Differentiated Instruction

- VI. Public Comment not related to items on the agenda all items are limited to 2 minutes**
 April Thompson thanked the administration for training the teachers. She is impressed with the teachers knowledge of where their students.
- Joylin Lincoln moved to amend the agenda to include action item #2 Yearbook/Journalism curriculum. The vote was unanimous.**
- VII. Consent Agenda**
 8. Charter Amendment Agreement
Joylin Lincoln moved to approve the consent agenda. The vote was unanimous.
- VII. Study Items**
1. Charter Implementation Plan
 Joylin Lincoln will forward the charter implementation plan to Lincoln Fillmore so that it can be included in the on-going governance training.
- 9. Site Advisory Council**
 The BOT would like to see this proposal be more in line with the charter instead of asking for changes to the charter.
- 10. Math Assessment Goals for Charter**
 The administration will look at these goals and let the BOT know what is reasonable concerning math assessment goals.
- VIII. Action Items**
6. Part Time/ Release Time Enrolment Policy
Cory Thorson moved to table the Part Time/ Release Time Enrollment Policy. The vote was unanimous.
- 7. Yearbook/Journalism Curriculum**
 Discussion was held on why this proposal was added to the agenda.
Alan Daniels moved to approve the Yearbook/Journalism Curriculum. The vote was 3-1 with Joylin Lincoln voting no.
- IX. Motion to enter into a closed session pursuant Utah law 52-4-205 for the purpose of discussion of the character, professional competence, or physical or mental health of an individual or investigative proceedings regarding allegations of criminal misconduct.**
Cory Thorson moved to enter into closed session pursuant Utah law 52-4-205.
- | | |
|----------------|-----|
| Tina Smith | Aye |
| Joylin Lincoln | Aye |
| Cory Thorson | Aye |
| Alan Daniels | Aye |
- X. Motion if any from closed session**
No action from closed session
- XI. New Business**
Joylin Lincoln moved to have Cory Thorson contact Joel Wright about the legality of our PALS policy. The vote was unanimous.
- X. Adjourn**

Lakeview Academy Board of Trustees Meeting
October 23, 2019
Minutes

1. Governance Training

Lincoln Fillmore presented training on governance with the BOT and the Administration.

2. Work Session

- a. Interview perspective board members
The BOT met with April Thompson a perspective board member..

3. Motion to enter into a closed session pursuant Utah law 52-4-205

A motion was made to enter into a closed session pursuant Utah law 52-4-205.

Tina Smith	Aye
Joylin Lincoln	Aye
Cory Thorson	Aye
Alan Daniels	Aye

4. Motion if any from closed session

A motion was made to appoint April Thompson to the Board of Trustees with a term to expire in 2013. The vote was unanimous.

5. New business

No new business

6. Adjourn

Lakeview Academy Board of Trustees Meeting

August 5, 2010

Minutes

527 West 400 North Saratoga Springs Utah

I. **Roll Call**

Tina Smith, Alan Daniels, Joylin Lincoln, April Thompson
Cory Thorson was excused.

II. **Work Session/ Strategic Governance Planning**

1. **Educational Coordinator Report-**

- a. The new Directors report was introduced. The purpose of this form is not to create more work for the administration, but to give the BOT the information they need to oversee the school
- b. Kathryn Stone handed out the academic test schedules for the year., and pointed out some changes in testing requirements.
- c. Kathryn Stone is working on training all the teachers to use reading and writing across the curriculum. She is also working on getting the middle school tested so that all teachers are aware of the students needs of each student.
- d. The BOT would like for the school to apply for more grants. The group discussed ways to accomplish this. It was decided to address this issue at a later date.
- e. Kathryn Stone wanted to know if the math assessment goals were included in the charter and if she could get an updated copy of the charter
- f. Kathryn brought up concern about her having to observe the teachers aids each quarter. She stated that she feels this is not physically possible. She agrees that it is important we all know what the aids are doing, but this is not the way to do it! Page 15B Mr. Stone thinks the teachers should do the evaluation. This will be discussed next month.
- g. Tina Smith wanted to make sure that during the teacher training that the teachers were trained on the grievance policy.

2. **Executive Planning Session**

- a. Mr. Stone informed the board that accreditation was not done last year, but will be completed this year. He will keep the board informed of the progress made.
- b. Mr. Stone is looking for a parent to run the SAC committee. He has called a few but has been turned down He is positive that once it gets up and running it will be good! Mr. Stone will be the administrative side of the SAC.
- c. Mr. Stone stated he is going to be over the middle school. As of now we have 144 students in the middle school, but he knows this is not a true number. He wants to enroll new students, but until we know how many are pulled we are not able to enroll more. Mr. Stone is happy we are starting earlier than Alpine school district because we will be able to get our actual numbers.
- d. We received our CRT test back we made AYP in all areas.
- e. The teachers are going to be trained on bullying and hazing Tina Smith would like Mr. Stone to give the board a copy to the board. It was explained to Mr. Stone that risk management is a good tool to use to look over HR policies. The board decided that we would like these in the packet, and because of this they are due no later than the 20th of August.
- f. Tina Smith asked Mr. Stone if the 3-5 year plan that we receive could be the same as the accreditation 3-5 plan. As long as it is has all the information then there should be no problems having the same plan.
- g. Mr. Stone gave an update on his assistant. He will turn in a job description to the BOT.

3. **Strategic Governance Planning**

- a. Homework Review- How Effective is your Board
- b. Clarifying Roles and Limitations
- c. The board was trained on different Financial statement
- d. Each board member is to make a list on what we need improvement on. Email to Tina Smith by the 20th what things are we doing well, what we are currently working on and what we as a board can work on.

4. **Questions about the agenda**

III. **Motion to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues.**

No motion was made.

IV. **Action if any from closed session**

No action was needed.

V. **Welcome to General Session**

VI. **Pledge of Allegiance**

VII. **Reports**

1. **Director Reports**

Enrolment report numbers for grades were given orally:

K 76 1st 75 2nd 100 3rd 100 4th 100 5th 77 6th 77
7th 58 8th 64 9th 18

Mr. Stone would like to look at the percentage of students enrolled in August compared to October 1st. over the past three years.

Mr. Stone informed the board that the back fence is now 6 foot tall so students can no longer climb the fence to get balls

Mr. Stone wanted to know if there was money for a new character education program. The process of getting curriculum approved was reviewed. Kathryn Stone was encouraged to get a proposal to the board as soon as possible.

2. **Board Reports**

No questions

3. **State Reports**

The board wanted clarification on the Q2:2010 report. The state requires this report from Lakeview Academy instead of a monthly report.

VIX. **Board Business**

1. **Elections for September:**

The parent elect board member position still available. We would like to vote on this at the September meeting

Tina Smith would like a table at the Hot Dog Hello for people to come and meet the board.

SAC needs to have an election due to the charter, but because nobody ran for this position this now can be appointed.

2. **Representatives to UAPCS**

Alan Daniels made a motion to appoint the following people to vote at UAPCS meetings for Lakeview Academy: Bud Stone, Tina Smith, and Lincoln Fillmore. The vote was unanimous.

3. **Appointment of non-voting assistant Board Secretary**

April Thompson moved to appointed Kim Wright as a non-voting member of the board for two years. The vote was unanimous.

X. **Charter/Governance Training**

April Thompson did training about how the teachers are the most important part of Lakeview Academy. They create a positive school climate. This is the year that we will soar

XI. **Public comment not related to items on the agenda, each comment is limited to two minutes.**

There was no public comment.

XII. **Consent Agenda**

1. 2009-2010 Minutes

2. Lakeview Academy June Financials

3. Board Calendar

Lakeview Academy BOT Agenda February 3, 2011

Supporting Documentation

4. Reading Improvement Grant
5. Stamp meter
6. 2009-2010 stipends
7. Squire Contract

Alan Daniels moved to approve the consent agenda. The vote was unanimous.

XIII. Action Items

8:15

1. Board President's Role Policy

The Board Presidents Role policy was introduced. There were no questions.

Joylin Lincoln moved to approve the Board Presidents Role Policy. The vote was 301 with Tina Smith abstaining.

2. Board Members Code of Conduct Policy

The Board Members code of Conduct Policy was introduced. There were no questions.

Alan Daniels moved to approve the Board Members Code of Conduct Policy with the following changes to add state law under item 2c and add without authority to item number 5. The vote was unanimous.

3. Global Governance Management Relationship Policy

Joylin Lincoln moved to approve the Global Governance Management Relationship Policy. The vote was unanimous.

4. Unity of Control Policy

Alan Daniels moved to approve the Unity of Control Policy. The vote was unanimous.

5. Accountability of the Director

This policy clarifies that the board will not give direction to any staff that answers to the Director.

Alan Daniels moved to approve the Accountability of the Director Policy with the addition of Education Coordinator under item two. The vote was unanimous.

6. Delegation to the Director

Joylin states that she is really excited for all of the policies to help clear up any questions on who does what. We need to change the word policies to procedures under item number 4.

April Thompson moved to approve the Delegation to the Director Policy changing the word policies to procedures under item number 4. The vote was unanimous.

XIV. Study Items

1. Money Market Proposal

James feels that having the account at Zions bank will help keep the accounts in order. He feels that this is the best and easiest choice. There is zero risk with lower interest, but the other option is high risk with a higher interest. Bud Stone thinks that this is a great idea. This is 1,750.00 a year we will get in interest payments from this account

Alan Daniels moved to approve the Money Market Proposal. The vote was unanimous.

XV. Motion to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues. No motion was made.

XVI. Action if any from Closed Session No action was taken

XVII. New Business

The board will need to be at the hot dog social Monday 16th from 5-7. We will have our picture taken that night.

The board will also need to be present at the first faculty meeting on August 17th from 9:30-10:00. When we are in the building for board business we need to wear our board badges.

XVIII. Adjourn

Lakeview Academy Board of Trustees Meeting
September 2, 2010
Minute

I. **Roll Call**

Tina Smith, April Thompson, Alan Daniels, Cory Thorson, Joylin Lincoln

II. **Executive Session**

5. **Educational Coordinator Report**

- a. 31 teachers are attending the gifted and talented class.
- b. The professional development for October will focus on safety and UEN updates.
- c. We need to revisit the charter and how aids are evaluated in March.
- d. For Middle School enhancement we are looking at the original documents created by the founders and using them as a starting spot.
- e. The portfolio policy was reviewed.

Alan Daniels was excused from the meeting

6. **Director Coordinating Session**

- a. The board will need to send their section of the newsletter to Deanne
- b. Due to the drop in enrollment we have integrated the 7th and 8th grade classes.
- c. We need to make sure that as we integrate classes we do not jeopardize 9th graders classes for graduation requirements.
- d. Evaluations of the director may have bonuses attached.
- e. We need to get bullying and hazing procedures in place ASAP as they are required by state law.

7. **Questions about the agenda**

No questions were asked

III. **If needed a motion to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues.**

No motion was made.

IV. **Action if any from closed session**

There was not a closed session so there is no action.

V. **Welcome to General Session**

VI. **Pledge of Allegiance**

Alan Daniels arrived.

VII. **Reports**

4. Director Reports
5. Board Reports
6. State Reports
 - a. James Fillmore will e-mail the BOT a schedule of state reports.
7. Financial Reports

VIII. **Board Business**

1. **Results of Special Election**

- a. The results of the election were announced.
Alan Daniels moved to accept the results of the election and welcome Justin Turner to the board of trustees for a two year term ending in June of 2012. The vote was unanimous.

2. **Appointment of Cami Puchert as the SAC President**

Alan Daniels moved to approve Cami Puchert as the SAC President. The vote was unanimous.

VIX. **Charter/Governance Training**

1. **Open Meeting Law**

Joylin Lincoln trained the Board of Trustees on open meeting law as required by state law.

2. **Capable, Confident, Contributing- What does it look like?**

April Thomson conducted the charter training. She focuses on how we know when our students are capable, confident and contributing. She gave examples of students at Lakeview Academy who are capable, confident, and contributing.

X. **Public comment not related to items on the agenda, each comment is limited to two minutes.**

No Public Comment

XI. **Consent Agenda**

8. Lakeview Academy July 2010 Financials
9. Fee Wavier Policy
10. Middle School Credit and
11. Biology Class Proposal
12. Special Education Handbook
13. Pay Easy Renewal Forms and Contract
14. Charter Pool Renewal

Joylin Lincoln moved to remove the fee waiver policy form the Consent agenda and make it action item number 2. The vote was unanimous.

Alan Daniels moved to approve the consent agenda. The vote was unanimous.

XII. **Action Items**

1. **Facility Use Policy**

Joylin Lincoln introduced the facility use policy. We need to include the following language to the policy: it needs to say fail to before item number 1, 2, and 6. The requirement the all organizations the at use the building must by 501(c)3 groups is a requirement from the bond. Tina Smith would like Mr. Stone to check with Risk Management when creating a building use form.

Cory Thorson moved to approve the Facility Use Policy with the purposed language changes to items 1, 2, and 6. The vote was unanimous.

2. **Fee Wavier Policy**

Mr. Stone asked that we include the following clubs onto the fee schedule: cross country, first aid, cooking club, sewing, and karate. He would also like to change the art club to include crafts, and the Spanish club to foreign language.

Cory Thorson moved to approve the fee waiver policy with the addition of cross country, first aid, cooking, sewing, and a karate clubs, and that the arts club become an arts and crafts club, and that Spanish be broadened to foreign language. The vote was unanimous.

XII. **Study Items**

2. **Parent Satisfaction Ends Policy**

Discussion was held as to how we can change this to include the culture of the school. We will continue to look at this over the next few months.

XIV. **New Business**

No New Business

XV. **Strategic Development Planning and Training**

1. **Develop evaluations**

The board broke into two committee to work on the evaluations. Tina Smith, Alan Daniels, and Joylin Lincoln will work on board evaluations. April Thompson, Cory Thorson, and Justin Turner will work on administrative evaluations.

2. **Homework Review- How Effective is your Board**

Tina Smith will train the new board members on this homework assignment.

3. **Clarifying Roles and Limitations**

The board discussed where we want to go as a board next. What things do we want to tackle? It was decided that we would focus on the evaluations and then regroup when they are finished.

4. New homework assignment-
No assignment was made.

XVI. Adjourn

Lakeview Academy Board of Trustees Meeting

January 6, 2011

Minutes

- I. **Roll Call**
Tina Smith, Joylin Lincoln, Cory Thorson, Justin Turner
Kim, Wright was excused.
Alan Daniels arrived at 6:00.
- II. **Executive Session**
8. **Educational Coordinator Report**
- Members of the Board of Trustees complimented Mrs. Stone on the accomplishments of the following items: the school play, and the way the newsletter connects to the charter.
 - During the professional development day in January teachers will spend the time working on collaboration, plans for every kid below benchmark, and gifted and talented class.
 - The middle school has recently hired two new teachers. Both new teachers have a masters.
9. **Director Coordinating Session**
- Discussion was held on the process of expelling a student.
 - The bullying and having procedures were handed out to the administration and the board. Mr. Stone will review the procedures and train the faculty on these procedures according to state law.
 - Lakeview Academy is still looking for a counselor.
 - The board of trustees would like to see enrollment increase for the 2011-2012 school year without the addition of another bubble class. If Mr. Stone feels the need for a bubble class he should bring it to the board.
 - The board and Mr. Stone went through the results of the ISQ survey.
10. **Questions about the agenda**
There were no questions about the agenda.
- III. If needed a motion to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues.
No closed session needed.
- IV. Action if any from closed session
No action needed.
- V. Welcome to General Session
- VI. Pledge of Allegiance
- VII. Reports
8. Director Reports
- Oral Fluency Benchmark Report
 - Math Benchmark Report
 - Middle School students are given math benchmark test that correlate to their math class.
9. Board Reports
10. State Reports
- 2009-2010 state audit
 - The bond counsel will want an update on any compliance problems that the audit found during their annual phone call.
11. Financial Reports
- 12.
- VIII. Board Business
- Announce the resignation of April Thompson**
 - SAC Appointments**
Joylin Lincoln moved to appoint the following people to the SAC committee:
Camille Purtschert as Committee Chairman, Julie Anderegg as the Fundraising Committee Chairman, Monica Sandborn as the Middle School – School Life Chairman, Sarah Giorgis as

the Elementary- School Life Chairman, LeAnn Peterson as the Public Relations Committee Chairman. The vote was unanimous.

3. **Resolution to adopt Lakeview Academy Board Performance Review**
Alan moved to approve the resolution to adopt Lakeview Academy Board Performance Review. The vote was unanimous.
4. **Resolution to adopt Board Members Report Form**
Alan Daniels moved to approve the resolution to adopt the Board Members Report Form. The vote was unanimous.
5. **Resolution to adopt Governing Board Roles and Responsibilities- Passed**
Joylin Lincoln moved to approve the resolution to adopt Governing Board Roles and Responsibilities without assignments. The vote was unanimous.

VIX. **Charter/Governance Training**

Tina Smith conducted a training on how teachers, administration, and the board support students in being confident, capable, and contributing.

X. **Public comment not related to items on the agenda, each comment is limited to two minutes.**

A parent was very appreciative of the jr. high meeting held in December regarding Lakeview academy's commitment to 9th grade.

Another parent was very appreciative of the handling of the fire in the HVAC unit on Monday. She was impressed at how quickly the school was evacuated and how well the faculty was able to keep the students calm.

XI. **Consent Agenda**

15. Lakeview Academy October 2010 Financials
16. Lakeview Academy November 2010 Financials
17. Salary Wage Agreements
18. Trust lands Grant
19. Employee Handbook
20. Fee Wavier Compliance Letter
21. Jobs National Grant

Alan Daniels moved to approve the consent agenda. The vote was unanimous.

XII. **Action Items**

1. **Extracurricular Policy**

Joylin Lincoln introduced the extracurricular policy. It is the combination of two policies the extra-curricular policy and the extracurricular participation policy. She cleaned up some language in the new policy to make it more concise.

Cory Thorson moved to approve the Extracurricular Policy with the change in item B to include examples are but not limited to. The vote was unanimous.

2. **Motion to transfer the Library Policy to and administrative procedure**

Joylin Lincoln introduced this motion. This will allow the administration to make any changes they need. The administration as a professional curtesy submitted the new procedures but these require no action of the board of trustees.

Cory Thorson moved to transfer the Library Policy to an administrative procedure. The vote was unanimous.

XII. **Study Items**

3. **Parent Board Survey-**

The board will review the Parent Satisfaction Policy and then revisit the survey if necessary.

4. **Foods and Nutrition 1 Class**

Mr. Stone introduced the foods and Nutrition class. This class will begin in the 2nd semester of this school year. Tina Smith wanted to know what the curriculum would be. Mrs. Stone responded that they will be using the health text that the board of trustees has already approved.

Cory Thorson moved to approve the Foods and Nutrition 1 class. The vote was unanimous.

XIV. **Strategic Development Planning and Training**

Joylin Lincoln, Cory Thorson, and Justin Turner will work on the director evaluations. Tina Smith, Alan Daniels, and Kim Wright will work on the education coordinator evaluations. Both groups will submit their work by January 20th to be included in the February board meeting.

XV. **New Business**

Lakeview Academy BOT Agenda February 3, 2011
Supporting Documentation

No new business.

- XVI. Adjourn
The meeting was adjourned at 9:12



Developing youth who are
CAPABLE
CONFIDENT &
CONTRIBUTING

2010 - 2011 PROGRESS REPORT

1. Person responsible for the current year plan:

Name: Lisa Morris

Email: lollisa.morris@gmail.com

2. Most critical academic need(s) identified in the School Plan (automatically generated from School Plan):

Fine
Technology

Arts

3. Briefly report how the school is implementing the 2010-2011 Academic School Plan and how the School LAND Trust money is being spent. BE SPECIFIC! (You do not need to enter testing scores because you will report the measurement of student improvement in the Final Report to be submitted in October 2011.)

We have purchased a laptop mobile lab along with the cart and accessories needed to facilitate teachers being able to take computers to their classrooms. This now gives our school three mobile labs and three stationary labs. We have not had our CRT testing week yet, but it is assumed that we will have a smoother year administering the tests with the increased number of computers available. Amount spent on this lab is \$17,500.

We also purchased and had in place for the first day of school speakers for each classroom. Our teachers have SmartBoards in their rooms, but the speakers they came with were insufficient. Numerous teachers have approached us expressing gratitude for the speakers. They are now able to utilize the video, and Internet tools of the SmartBoards with the audio fully functioning. Amount spent on the speakers was \$3,100.

The remaining money was intended for the purchase and installation of a kiln for our art room. However, due to wiring issues, it has become apparent that we will not be able to put a kiln in the building. As we have made plans for our 2011-2012 school year, we would like to carry over the \$3,900 that was intended for the kiln and put it toward the purchase of stage curtains for our theater department. We feel this would be a good way to spend the money that we had hoped to use to enhance our fine arts programs.

We should note that the carry over we had from the 2009-2010 school year of \$3,598 was spent this year (2010-2011) to help our new science teacher get established and supplied. Our science lab was in sore need of lab equipment, dissection specimens, and lab chemicals. Our new teacher is also implementing a new curriculum for our advanced science class, "Forensic

Science". We were grateful to have funds readily available for this teacher who took over mid-year and needed to be able to quickly make purchases.

4. Policy makers who have provided funding and support for the School LAND Trust Program appreciate hearing about your School Plans and how the funds are used to improve student academic performance. The communication has been helpful in keeping this funding flowing to schools, in conducting land exchanges in Congress and in making educational decisions in the legislature. If you wish to keep policy makers updated about school progress, please indicate to whom you have or will communicate.

State Leaders

Governor: Gary R. Herbert.

State Attorney General: Mark Shurtleff

State Treasurer: Richard Ellis

U.S. Representatives

Jason Chaffetz

Jim Matheson

U.S. Senators

Mike Lee

Orrin Hatch

State Representatives

Kenneth W. Sumsion

State Senators

D. Chris Buttars

Mark B. Madsen

State School Board

Carol Murphy

Craig Coleman

David Crandall

David Thomas

Debra G. Roberts

Dixie Allen

Janet Cannon

Joel Coleman

Keith Buswell

Kim R. Burningham

Laurel Brown

Leslie Castle

Mark Openshaw

Michael G. Jensen

Tami Pypher

5. Enter the total amount you ESTIMATE spending to implement the current 2010-2011 School Plan. The carry over, distribution and total available funds are actual. When you enter the ESTIMATED spending, the ESTIMATED carry over to 2011-2012 will be calculated here and will also appear in the financial proposal in the 2011-2012 Plan. All numbers in the 2011-2012 financial proposal are estimates for planning purposes. Actual distribution amounts are made available by district administrators in late summer or fall.

Carry Over from 2009-2010	\$3598
Distribution for 2010-2011	\$25809
Total Available Funds	\$29407
ESTIMATED spending for 2010 - 2011	\$24198
ESTIMATED Carry Over to 2011-2012	\$5209

2011 - 2012 SCHOOL PLAN

1. Have the current members of the Council/Committee viewed the DVD *A Matter of Trust*?

Yes

2. School's identified most critical need(s) addressed in this plan:

Fine
Science
Technology

Arts

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 (Charter Schools District) 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. Be certain that these narratives and the Financial Proposal agree.

At the beginning of the school year, we evaluated our 2010 CRT's and also queried the teachers for needs they have in their classrooms. We were pleased to see improvement in our CRT's and felt satisfied with plans our administration has in place for addressing the concerns we noticed in the areas of math and language arts on the CRT's. This year we elected to use the trustland money to purchase technology for the teachers that typically are overlooked due to price.

Lakeview Academy was founded on the idea that science, art and technology would be emphasized as the basic core knowledge is taught. As a committee, we evaluated and researched the ideas presented to us from the teachers. We determined to fund, document cameras, Dino-lite microscope cameras and pivoting stage curtains for our theater department.

Our main goals for this coming year are:

1. Provide similar, hands-on science experience for our students that the "Leo on Wheels" brought. Our students were able to work with the "Leo on Wheels" for a week. Our teachers noted the Dino-Lite microscope that "The Leo" brought as something they would like to have

access to in our school. We have invested in numerous science experiences, and we are anxious to obtain equipment and knowledge for the current and future student. By purchasing four Dino-lite microscopes, we would have one dedicated to our science room and three available for checkout between the grades. We expect to pay \$1,060 for four Dino-Lite microscopes and four stands

2. Provide teachers with technology that allows them diversity in instruction, while minimizing the number of worksheet driven assignments. Also, we acknowledge the side benefit of minimizing lesson preparation. The document camera eliminates the need to make overhead sheets, or other teaching implements since the lens can clearly display and enlarge materials placed beneath it. We surveyed all our teachers after a product demo by Smart Technologies. In addition to asking who would like to have one in their classroom, we asked for a commitment to consistently use the document camera. We expect to pay \$16,800 for 24 document cameras.

3. Enhance our theater productions by purchasing and installing stage curtains. Our drama productions have been limited in creativity due to lack of curtains. We expect to pay \$12,000 for the purchase and installation of a traveler curtain, leg curtain, tracks, and pivot devices.

Planned Steps:

Describe in detail the steps Lakeview Academy (Charter Schools District) will take to reach each goal. Describe specific actions that will be taken to achieve the goal. In short, please provide a road map to success.

- 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.
- Some goals may be using other funds to support the planned steps. Be sure to identify any actions that will be funded with revenue other than School LAND Trust funds, so that your narrative will agree with your Financial Proposal.

1. For the Dino-lite microscopes to be successful we will do the following:

- purchase microscopes prior to the first day of school
- provide demo to teachers of various uses during an inservice meeting before school starts
- organize checkout system and dedicated storage place for microscopes to be found

2. For the document camera to be successful we will do the following:

- purchase document cameras prior to the first day of school and place in rooms of teachers who committed to use them
- tag and record where each document camera is housed
- ask our administration to follow up with usage of document cameras. We would like for unique lesson plans that utilize the document cameras to be shared during collaboration time.

3. For the stage curtains to be effective we will do the following:

-purchase and install the curtains prior to the first day of school

Measuring Progress Toward Goals:

Which beginning and ending specific quantifiable measurements is Lakeview Academy (Charter Schools District) 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?

Our goals will be measured at three different times during the year for our document cameras, and Dino-lite microscopes. We expect to see an increase of lesson plans using the cameras and microscopes as the year progresses. We likewise expect that as teachers become more familiar with the technology they will be anxious to share ideas for lesson plans using the cameras and microscopes with each other. Finally, we would like verbal or written feedback from the teachers to our committee via the administration.

Goal Measurements for Document Cameras, and Dino-Lite Microscope

End of first quarter	Middle of school year	End of School year
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Document Cameras-

Number of lesson plans using camera

Number of lesson plans shared in
collaboration time

Informal feedback from teachers

Dino-Lite Microscope-

Number of times microscope checked out

Informal feedback from teachers

We will measure the effectiveness of the curtains for our stage by teacher input, and parent feedback during our two large stage production and numerous smaller events and assemblies. We will seek input from theater teachers after each large production.

Plans for expenditures of increased distribution:

The 2011 - 2012 distribution is an estimate. If the actual distribution is more than the estimate, how will any additional funds be spent to implement the goals described in the plan? 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 we do not expect the large increases that have been received in some prior years.

Should additional funds be available, we would be interested in purchasing more NetBooks for teachers to have access to. Our lower grades have used them extensively during their language arts instruction, but there have been several requests from teachers for more.

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

Our improvement plan is based on the focus of our charter. Our aim at Lakeview Academy is to highlight: science, art and technology as the basic fundamentals of education are taught. As a committee, we have determined to use Trustland money to fund these highlighted areas.

Purchasing the document cameras opens a wide array of capabilities to our teacher for teaching the various subjects. We also expect that they will be able to do more whole group work with the cameras rather than relying on worksheet driven instruction. The Dino-Lite microscope camera will help our teachers in their science instruction. We expect that as our teachers use these Dino-Lite cameras they will infuse our students with excitement and understanding of the microscopic world. We also expect that the students will be able to confidently recognize what they are seeing in their own microscope as the teachers display what they are trying to locate. Finally, our theater teachers have been building a respectable program in the productions they have done the past five years. However, they are limited in their creativity by the lack of curtains on the stage.

In order to claim that we are an "art" school we aim to provide them with layered/adjustable curtains to allow for variety in their productions.

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

ESTIMATED Carry Over from 2010-2011 (automatically entered from Progress Report)	\$5209
ESTIMATED Distribution in 2011-2012	\$24800
Total ESTIMATED Available Funds 2011-2012	\$30009
Salaries and Employee Benefits (100 and 200)	\$0
Professional Development and Technical Services (300)	\$0
Repairs and Maintenance (430)	\$0
Other Purchased Services (Admission and Printing) (500)	\$0
Travel (580)	\$0
General Supplies (610)	\$0
Textbooks (641)	\$0
Library Books (644)	\$0
Software (670)	\$0
Equipment (Computer Hardware, Instruments, Furniture) (730)	\$13060
ESTIMATED Total Spent in 2011-2012 (automatically calculated)	\$29860
ESTIMATED Carry Over to 2012-2013 (automatically calculated)	\$149

Please explain each planned expenditure in Other Purchased Services.

Please explain any planned expenditures in General Supplies.

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

6. If Lakeview Academy (Charter Schools District) 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 assembly

Agenda is posted on front doors the day before the meeting so interested parties can attend.

8. In order for schools to receive School LAND Trust Program funds, School Community Councils (Trust Land Committees for Charter Schools) must follow the law and State Board Rules. You may view the applicable laws and rules under General Information/About the program on this webpage or [CLICK HERE](#) to open a window to that page. To assure your school has compiled with the requirements, please respond to the following statements by clicking Yes or No (or Not Applicable for Charter Schools). All No answers will 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 vacant positions following the election, the parent members on the council appointed parent members to fill the positions.

Yes

Employees were elected by employees or when there were vacant positions following the election, 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.

Yes

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.

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 school year
- A mid-year summary of the council's actions and activities to date

Not Applicable

Explain any 'NO' answers

9. Schools, in conjunction with local school boards, now decide the beginning date of the School Community Council terms. Terms run for two consecutive years. Please enter the proposed beginning date of the term for your Council members for the 2011-2012 School Year. (This question is not required for charter schools, please enter 00/00/2011 if not applicable for your committee.)

Note: The term must begin in 2011.

12/31/1969

10. The State Board Rule requires reporting of the dates when local boards approved the other four plans community councils are responsible for. The information displayed was entered in the 2009-2010 Final Report. Please update. The dates when local school boards approved each plan are viewable on each school page and will be updated with any changes you make here.

2010 - 2011 School Plans	Approved
School Improvement Plan	12/31/1969
(required for all schools)	
Professional Development Plan	12/31/1969
(required for all schools)	
Reading Achievement Plan	10/01/2010
(required for all schools with K-3 grades)	
Child Access Routing Plan	12/31/1969
(required for all elementary, middle & jr high schools)	

Note for Charter Schools: Charter Schools are only required to have a Reading Achievement Plan, if they receive funding for the program. The other plans are not required.

Board Meeting Proposal Form

Proposal Title: Introduction to Communications Technology Coded as Computers in Business (also referred to as Introduction to Technology)

Submitted by: Administrative team

Sponsoring Administrator: Mr. Stone

Proposal Abstract/details: We are proposing that we offer as an elective in the middle school, Introduction to Communication Technology.

Below is an explanation of a conversation that took place between Mrs. Beecroft and Mr. Andelin at the USOE:

I had a very good conversation with Darrell Andelin, Specialist, Technology & Engineering Education, Friday afternoon. He is the specialist over the Introduction to Technology course. He suggested that we change the code on the course to be a Business course that would fall under my endorsement program. The course is Computers in Business, CIP Code 52-0111, Core Code 32-02-00-00-070. We can teach all of the components of communications, digital media, etc. under this code.

If we use the code that is in there now, Lakeview Academy will not receive funding for the course. When you look at the CACTUS records for the classes that are taught, I am not qualified to teach this course because it falls outside of my concentration of business. In order for Lakeview Academy to receive funding for this course, it has to have a business CIP Code.

I want to make sure that proper funding is received by Lakeview Academy. Can you please change the course code? Let me know if you have any other questions.

Course Description: This course will teach students to create, store, analyze, manipulate, record, and transmit information through three major areas: Electronic communications, audio visual/multi-media communication and graphic communications

Students will be introduced to business systems and experience how computers are used as tools in business. The business information processing cycle, ethics and communications will be presented. Exposure to business software applications will be an integral part of this class, including Internet browsers, search engines, e-mail, word processing, presentations, spreadsheet and database software programs

Course Description: A business simulation that will incorporate business concepts including: Marketing, Desktop Publishing, and Web Page Design.

CORE STANDARDS:

STANDARD 1

Students will determine what type of business venture to be used for the simulation.

STANDARD 2

Students will market their business venture.

STANDARD 3 Computers in Business Page 2 of 3 Revised: May 2009 **Students will design business documents.**

STANDARD 4

Students will create a webpage for their business venture.

STANDARD 5

Students will learn how to use the stock market as an investment tool.

STANDARD 6

Students will incorporate concepts learned to create, present and evaluate a business plan (student portfolio).

STANDARD 7

Students will reinforce keyboarding skills.

Please provide information to the following questions:

1) 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

- **Provide a way for students to contribute directly to their school.**
- **Develop new skills and by so doing increases their capability**
- **Students will develop confidence as they see their work published and being used to better their environment.**

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

No

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

No

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

5) Please attach any other options that may be considered.

6) Please attach any relevant information.

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:

7) 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.**

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

No

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

No

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

11) Please attach any other options that may be considered.

12) Please attach any relevant information.

Board Meeting Proposal Form

Proposal Title: CSI

Submitted by: Administrative team

Sponsoring Administrator: Mr. Stone

Proposal Abstract/details: Additional information regarding previously submitted details pertaining to the Foods & Nutrition class.

Course Description: (to come)

**Lakeview Academy Advanced Science Course
Forensic Science Quarter Outline**

Source: *T. Trimpe <http://sciencespot.net/> Updated: 10/23/10*

Unit 1: Crime Scene & Eyewitness Basics (5 days)

Unit 2: Power of Evidence (17 days)

Unit 3: Blood Basics (5 days)

Unit 4: Forensic Entomology (4 days)

Unit 5: Fire Science (3 days)

Additional Lessons (if extra time is available):

- ❖ CHIN (Computer Lab) – 2 days
- ❖ CSI: Rookie Investigator & Cases (Online) - 2 -4 days
- ❖ Hairs & Fibers Online (Computer Lab) - 1 day
- ❖ Forensic Science Jeopardy – 1 day
- ❖ Forensic Files movies – 1 day each
- ❖ History Channel - FBI Crime Lab - 1 day
- ❖ CSI Adventure (Geocaching Activity) - 1- day

Daily CSI Challenges

I will start each class period with a warm-up activity targeting forensic science concepts and other skills (observation, problem-solving, etc.) The challenges are in the form of PowerPoint presentations that I can administer with the smart board and include spot-the-differences puzzles, mini mysteries, trivia challenges, and vocabulary builders. I have also created several warm-ups that incorporate CSI-related videos that are available online.

Unit 1: Crime Scene & Eyewitness Basics

During this unit students learn basic vocabulary associated with crime scene analysis as well as explore testimonial evidence. They also get a chance to investigate a crime through the CHIN Interactive Investigator website, which helps to introduce them to many of the topics we discuss throughout the quarter-long class.

Unit 2: Physical Evidence

During this unit students explore the various types of physical evidence that can be found at a crime scene and learn how they are used to help investigators. I will do an introductory lesson to provide an overview of many types of physical evidence and then spend time investigating several of them in more detail, such as fingerprints, impression evidence, hair & fibers, chromatography, blood evidence, and DNA.

Unit 3: Forensic Entomology

During this unit students learn about forensic entomology and its use in investigating crime scenes.

Unit 4: Arson Investigation

Students explore the basics of fire science and arson investigation. I also include lessons on fire safety and reinforce the fact that playing with fires can cause major damage and deaths. If possible, I would like to have a member of our local fire department present a fire safety program for the students.

Please provide information to the following questions:

**13) 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**

- .

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

No, there may be a fundraising element of the class as the enhancement project can be sold to support any costs of offering the class itself.

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

No

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

17) Please attach any other options that may be considered.

18) Please attach any relevant information.

Dear Parents/Guardians,

I am excited for to be able to teach this advanced science class. I know your students will enjoy their experience studying forensics. I am grateful to a science teacher who has already taught a unit in forensics in her school and has created a website that she shares with parents, students, and teachers. The website is: <http://sciencespot.net/Pages/classforsci.html> if you would like to explore in more detail what we will be covering over the next few weeks. I want to make sure she received credit for all her hard work.

For your overview here is what the class will look like:

Daily CSI Challenges

I will start each class period with a warm-up activity targeting forensic science concepts and other skills (observation, problem-solving, etc.) The challenges are in the form of PowerPoint presentations that I can administer with the smart board and include spot-the-differences puzzles, mini mysteries, trivia challenges, and vocabulary builders. I have also created several warm-ups that incorporate CSI-related videos that are available online.

Unit 1: Crime Scene & Eyewitness Basics

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During this unit students explore the various types of physical evidence that can be found at a crime scene and learn how they are used to help investigators. I will do an introductory lesson to provide an overview of many types of physical evidence and then spend time investigating several of them in more detail, such as fingerprints, impression evidence, hair & fibers, chromatography, blood evidence, and DNA.

Unit 3: Forensic Entomology

During this unit students learn about forensic entomology and its use in investigating crime scenes.

Unit 4: Arson Investigation

Students explore the basics of fire science and arson investigation. I also include lessons on fire safety and reinforce the fact that playing with fires can cause major damage and deaths. If possible, I would like to have a member of our local fire department present a fire safety program for the students.

[If you have any questions or concerns about the class please contact me.](#)

[Thanks for your support.](#)

[April Thompson](#)

athompson@lakeview-academy.com

Policy Type: Required Policy
Policy Title: Benefits and Leave Policy

Definitions

Full Time Employee: Any employee whose employment agreement schedules 32 hours of work in a given work week during the school year.

Day: The amount of time that an employee's work agreement schedule calls for in a 24 hour period. (if you work 4 hours a day then a day equals 4 hours, if you work 8 hours a day then a day equals 8 hours)

Immediate family: Husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee's home on a permanent basis. Special circumstances may be appealed to the Director(s) for consideration of immediate family status.

School Year: Teacher wage agreements shall not exceed a total of 187 days plus up to 10 in-service/testing days (paid at the rate of \$50.00 per 1/2 day) See school calendar.

Midterm Employee: Any employee hired after a school year has started or who leaves before the end of the agreement for any reason. Midterm employees shall receive benefits and leave on a prorated basis..

Benefits

HEALTH INSURANCE BENEFITS

Insurance benefits are available to all Full Time Lakeview Academy Employees.. Employees, whose employment agreement schedules at least 24 hours in a workweek during the school year, may elect to purchase insurance benefits. Benefits are subject to change and benefit documentation will be distributed to all employees at the beginning of each school year.

CESSATION OF BENEFITS UPON TERMINATION

Regular insurance benefits cease on the last day of the month in which employment is terminated. Insurance benefits will be in effect during the summer months for returning employees. In the event an employee does not return, that employee shall be liable to Lakeview Academy for the entire cost of all benefits paid on the employee's behalf during the school summer break.

ADDITIONAL INSURANCE BENEFITS

Additional insurances are at the discretion and cost to the employee.

SALLARY AND WADGES

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

RETIRMENT BENEFITS

A 7% 401K plan will be included as part of the compensation to designated employees depending on their role and function in the school.

LEAVE POLICIES

Administration will develop a written procedure outlining how ½ days and hour increments with personal and sick days are administered and accounted for.

PERSONAL LEAVE

Each eligible certificated and full time employee of the Lakeview Academy shall be given 2 days per year personal leave at no cost to the employee.

The following guidelines must be followed:

A. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least 1 day in advance.

B. Personal leaves may only be taken the day before or after a school holiday for the following specific reasons:

1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
2. Family weddings of immediate family.
3. Graduations of immediate family.
4. Required court appearances.
5. Deaths not covered by Bereavement Policy.
6. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.
7. Prior approval by the Director(s) for extenuating circumstances.

C. Personal leave shall not be taken during the first five days and last five days that students are in school except under the following conditions:

1. To attend the wedding of immediate family.
2. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.

D. Personal leave days may not be used on professional development days.

E. Personal leave days may not be used during parent/teacher conferences.

F. Personal leave days may be donated to another certificated or full time employee for emergencies with director approval.

G. Certificated and full time employees will be paid for all unused personal leave in their July 1 paycheck.

SICK LEAVE

Each eligible certificated or full time employee may qualify for paid sick leave.

1. Certificated and full time employees will be granted up to 10 days of sick leave per year accumulating 1 day per month.
2. **Maximum accumulations:**

Employees may accumulate up to 50 sick days.

3. Certificated and full time employees may use up to 3 days of his/her own accumulated sick leave to attend to the health care needs of immediate family members. This schedule does not change the way unused sick leave benefits are calculated.
4. Use of accrued sick leave for critical immediate family care
A maximum of 10 days of sick leave may be used each year to care for critically ill immediate family members. To utilize additional accrued sick days then the sub rate will be deducted from the employees pay. This schedule does not change the way unused sick leave benefits are calculated.

BEREAVEMENT LEAVE

The Bereavement Leave Policy shall be administered in accordance with the following guidelines:

Guidelines

- A. Employees shall be granted up to 5 days absence without pay deduction contiguous with the event of the death of a husband, wife, daughter or son.
 1. This would also include any other person residing in the home who may have assumed the role of daughter or son.
- B. Employees shall be granted up to 3 days absence without pay deduction in the event of the death of the employee's immediate family.
- C. A maximum of 2 additional days may be granted if travel time is needed. Travel must be in excess of 350 miles (one way) to qualify for additional days. An immediate supervisor shall request travel verification information from an employee.
- D. Bereavement Leave is provided only for the death of immediate family members.
- E. If the death of an employee's mother or father results in the loss of the only remaining parent, up to 3 additional personal leave days may be taken to deal with estate issues. The 3 additional days must be taken within 1 calendar year of the parent's death.

JURY DUTY OR WITNESS DUTY

- A. Notice to the Director(s) or authorized representative, together with a copy of the subpoena or notification from the court, shall be given as soon as possible after receiving such notification.
- B. Time off will be documented under the heading "Jury Duty" or "Witness in Court" on the Absence Record form. Any amount paid to the employee for service as a juror or as a witness, excluding mileage, will be deducted from the employee's regular pay.
- C. This policy does not apply to an employee who is party to litigation.

MILITARY LEAVE

All state and federal guidelines regarding military leave will be adhered to.

NOTIFIACATION OF ABSENCE

Employees are required to notify the Director(s) no later than 7:00a.m. on the day of the absence or as soon as they know that they will be absent from work.

CERTIFICATION

The Undersigned officers and or trustees of Lakeview Academy certify that this Leave and Benefits policy was duly adopted as of February 3, 2011.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____