



Developing youth who are
CAPABLE
CONFIDENT &
CONTRIBUTING

Lakeview Academy Board of Trustees Meeting

January 5, 2011

Amended Agenda

527 West 400 North Saratoga Springs Utah

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

- | | | |
|-------|--|------|
| I. | Roll Call | 5:00 |
| II. | Strategic Development, Planning, and Training | |
| | a. Benefits and Leave Policy | |
| | b. Teacher License | |
| III. | Questions about the agenda | |
| IV. | A motion to enter a closed session for the purpose of discussion of litigation matters, acquisition of real property, or authorized personal issues. | 6:00 |
| V. | Action if any from closed session. | |
| VI. | Welcome to General Session | 7:00 |
| VII. | Pledge of Allegiance | |
| VIII. | Reports | 7:05 |
| | 1. Director Reports | |
| | 2. Board Reports | |
| | a. Great things We have seen | |
| | 3. Financial Reports | |
| | a. Financial Report, Account Reconciliation Report, Balance Sheet Report, Cash Flow Report, Check Register Report | |
| | 4. Building Report | |
| VIX. | Charter/Governance Training | 7:30 |
| X. | Public comment not related to items on the agenda, each comment is limited to two minutes. | 8:00 |
| XI. | Board Business | 8:15 |
| XII. | Consent Agenda | 8:17 |
| | 1. October Financials | |
| | 2. November Financials | |
| | 3. Target Grant | |
| | 4. Snow Removal Contract | |
| | 5. Karen Kowalski Contract | |
| | 6. Salary Wage Confirmation | |
| XIII. | Action Items | 8:20 |
| | 1. Benefits and Leave Policy | |
| | 2. Charter Amendment | |
| | 3. Charter Amendment Application | |
| | 4. Concussion Policy | |
| | 5. Dress Code Policy | |

- XIV. A motion to enter a closed session for the purpose of discussion of litigation matters, acquisition of real property, or authorized personal issues.
- XV. Action if any from closed session.
- XVI. New Business 9:55
- XV. Adjourn 10:00

Lakeview Academy Board Meeting
Public Comment and Pattern of Formality Guidelines

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

Public Comment

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

Order of Debate

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

Pattern of Formality

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



Monthly Directors Report

1. Please list activities and programs completed this month that support:

a) Global Ends policy

We continue to serve students K-9 from the community and surrounding area of Saratoga Springs.

b) Language Arts and Mathematics Ends Policy

PLCs have met and established the below goals for the 2011-2012 school year. Action plans are being approved to ensure successful completion of these goals.

Literacy Goals:

Kindergarten

- At least 85% (or a greater % than 2010-2011) at Benchmark in Phoneme Segmentation Fluency on End-of-Year DIBELS Assessment (86% at Benchmark on end-of-year 2010-2011)

1st

- At least 85% at Benchmark (or a greater % over 2010-2011) of first grade students meeting Benchmark for Oral Reading Fluency on End-of-Year DIBELS Assessment (62% Benchmark at end of 2010-2011 school year)

2nd

- At least 80% at Benchmark (or a greater % over 2010-2011) of second grade students meeting Benchmark for Oral Reading Fluency on End-of-Year DIBELS Assessment (77% Benchmark at end of 2010-2011 school year)

3rd

- At least 80% at Benchmark (or a greater % over 2010-2011) of third grade students meeting Benchmark for Oral Reading Fluency on End-of-Year DIBELS Assessment (79% Benchmark at end of 2010-2011 school year)

5th & 8th grade Writing goal

- 80% of students will be proficient in the DWA writing examination

4th-6th grade

- At least 80% at Benchmark (or a greater % over 2010-2011) of grade level students meeting Benchmark for Oral Reading Fluency on End-of-Year DIBELS Assessment (79% Benchmark at end of 2010-2011 school year)

7th-9th grade

- At least 80% at Benchmark (or a greater % over 2010-2011) of grade-level students meeting Benchmark for Oral Reading Fluency using Six-Minute Fluency assessment

Mathematics Goals:

K-3 Math PLC SMART GOAL:

- K-2 students will score 80% proficiency on grade level math facts by May 2012.

Grade 4-9 Math PLC SMART GOAL:

- 15% of Students in grades 4 – 9 scoring a Level I or 2 on the CRT State Test will have at least a +1 score change this May, 2012.

c) Science, Arts, and Technology Ends policy

PLCs have met and established the below goals for the 2011-2012 school year. Action plans are being approved to ensure successful completion of these goals.

Science and Social Studies Goals:

- Lakeview Academy will purchase textbooks for grades 7-9 at end of the first quarter.
- Lakeview Academy will provide Science instruction daily in daily in the 2011-2012 school year.
- Lakeview Academy will increase Science Instruction time in each grade level at least by 45 minutes weekly in the 2011-2012 school year.
- Lakeview Academy will have 80% of students proficient in Science in the 2011-2012 school year
- 75% of students in fourth grade will achieve proficiency as measured by the CRT in the 2011-2012 school year.

- Teachers in grades K-9 will assess student learning project on at least one Science and Enhancement event during the 2011-2012 school year.
- Teachers in grades K-9 will assess student learning project on at least one Science Enhancement event during the 2011-2012 school year.
- Lakeview Academy will purchase six Dino-Lite microscopes and stands by the end of the second quarter in 2011-2012.

Arts and Technology SMART Goals:

- Before May 25, 2012, all faculty members of Lakeview Academy will be trained to use SMART software, PowerSchool, and document cameras at a level proficient. This training will be provided by members of the Lakeview staff already proficient in each area.
- Before December 31, 2011 all desktop computers previously located in the Middle School technology classroom will be relocated to productive locations within the school or removed from the school building.
- By September 1, 2011, teaching assistants will be hired to teach elementary PE and elementary technology classes. These services will no longer be provided by H-wire personnel or classroom teachers.

d) Enrollment Ends Policy

LVA will be utilizing new software provided by H-wire to run our lottery this year. It will simplify the process and allow us to track how families learned about us and give us valuable marketing information. Ms. Halliday has been trained on this program and will be supporting the implementation phase. We will be doing some advertising to strengthen the interest in families to enter our lottery.

e) Parent Satisfaction Ends Policy

Our SAC continues to develop and strengthen. They are doing great things for LVA and are hard working. I will have the parent climate survey prepared to send out in January or February. These results will help us in preparing our 2012-2013 school improvement plan and make any necessary changes for the remainder of this year.

2. Please provide information and updates from the following departments:

- a) Business/finance/IT** – The budget has been prepared and submitted for review and approval at this January board meeting.
- b) Facilities** – A survey has been sent to staff to ask about our facilities. I will be collecting this data and working with our facility manager to make necessary changes.

- c) **Special Education** – We are compliant with all reports. Our paraprofessionals in Special Education have been asked to train at an upcoming conference for the State and we are proud of the work they are doing.
- d) **Office (dates of school events, state reports, accreditation)** – We have been updating the bulletin page on Power School to include all upcoming events. We have certainly been busy providing multiple opportunities for students to develop skills and become more capable, confident and contributing. We have had Drama plays, Music Express performances, Music concerts, Academic and Science Fairs, School Dances, Basketball tryouts, after school clubs, service projects, assemblies and so much more. It has been terrific seeing our students display their talents and demonstrate the knowledge they have gained.

Our state reports have all been completed on time. Our December clearinghouse report was completed early and had very few errors to correct. Our UCA report appears to be moving along as expected.

- e) **Staff updates** – Evaluations for all staff will be completed by the second week of January. This was after they completed video self-critiques. Teachers will be completing another video self-critique in February/March and will have their final evaluation during April/May. This is in compliance with the schools charter.

3. Toot your Horn!

- a) We offered RtI (Response to Intervention) training for our teachers to participate in. This training was to help them learn how to better serve students who are struggling with learning. Teachers have fully participated in this training and we are excited for the growth of these students in need.
- b) We have had a wonderful first half of the year. Our students are happy and learning. I see many smiles and enthusiastic students in the building which helps us feel we are doing some good work around here. We will be generating some reports for you on parent volunteer hours and how that has been going. While we can always use more, we are pleased with the great work this parents are doing for our teachers and our students.
- c) We have received Provisional Accreditation Status (appropriate for our stage in the process) for this year. After we receive our first full-team visit we hope to be awarded full accreditation without any provisions.
- d) We had a great Veteran's Day assembly on 11/11/11 honoring those from our LVA family who have served for us. Our students sang and played music to show their love for them and all those who protect us.
- e) On 11/11/11 we took this opportunity to form these numbers on the recess field. We also did a big Lion's Roar at 11:11:11 over the intercom. What a unique day and one we hope our students will remember.
- f) LVA hosted a tremendous Science and Academic fair (also a day of service with our MS students). A special thanks to Ms. Thompson and

all our teachers who helped coordinate such a wonderful display of student success.



Board Reports

Over the last few months I have worked with the board and Mr. Veasey on various strategic planning, development and policy items for the school. I have assisted Joylin with preparing our charter amendment application for the state. Julie and I have begun the mid-year evaluation process for the director and board. We are also together refining the process and materials with which we train new board members. I worked with the board on the staff Christmas party. I continue to help out when needed on financial items and get in the school as often as I can to see the wonderful things that happen on a daily basis. I continue to attend the state charter school association meetings (UAPCS) At the meeting in October, I was elected to fill one of three open board member positions. My term officially starts in January 2012. It will be an honor for me to represent Lakeview in this new position. I was also asked to assist the state with training newly approved but not open charter school governing boards.

Tina Smith
Board President

Julie Anderegg

Cory Thorson

I have spent the last few weeks working on the charter amendment application and other documents for the board packet.

Joylin Lincoln

Alan Daniels

This past month I was involved in a few things. I attended Mrs. Wyatt's Kindergarten dad's and doughnuts. I was impressed with the thought and effort put into this event by the teacher and students. I completed our monthly State Board training on financial oversight. I was given the task at our last Board meeting to learn how to upload information such as policies, procedures, and minutes to our school website. I have been in contact with our IT representatives to learn how to do this so that I may train the Board on this process. I also had the privilege of addressing holiday cards to our teachers, administrators, and staff.

Justin Turner

Charter Training Philosophy

Charter page 10-12

Philosophy

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

Communication- reading, writing, speaking, and listening

Reasoning- mathematics, science, and technology

Culture- history, art, music, and foreign language

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

Methods of Instruction

Teachers at Lakeview Academy will employ a variety of instructional strategies to best meet the needs of the student population. We will make extensive use of repetition and scaffolding of new information. As students master old concepts new ones will be introduced and practiced. Students will have the opportunity to work at their ability level and pace, and not be impeded by another student’s rate of progress.

At Lakeview Academy we believe in the principles set forth by Lev Vygotsky, a well-known child development theorist, who believed that children learn as they interact with those who are more knowledgeable than them. This more knowledgeable person can serve as a guide or a model to accompany an apprentice through the process of active discovery. Vygotsky terms this the zone of proximal development, “...the range of tasks or skills that are slightly too difficult for a child to do alone but that she can do successfully with guidance or “scaffolding” by an adult or more experienced child”. That being stated, some teaching will take place in fluid ability-level groups while other instruction will be given to a whole group. Additionally students may work together in mixed ability-level groups to teach and learn from one another. This process will provide students with the opportunity to learn together, build self-confidence, and master skills.

Teachers at Lakeview Academy will work together on grade-level instructional teams in order to address all learning styles and abilities. Paid and volunteer teaching assistants will also work alongside classroom teachers to ensure that the needs of all students are being met.

To make sure that we can provide for the needs of our students, benchmark assessments will be administered no less than three times per year. Benchmark assessments will be used to help place students in fluid ability-level groups, differentiate instruction and to ensure that students are meeting the state requirements. Formative and Summative assessments will also be used as a guide for teachers.

Teachers will maintain individual student portfolios. Since Lakeview Academy is not a worksheet driven school, few if any worksheets will be included in portfolios. Instead, the portfolios will contain items that are a true reflection of student's work and understanding of a subject(s). Students will help their teachers to select pieces to be included. This will be a useful tool at parent/teacher conferences. It will allow students the opportunity to show their best work and progress in different subject areas plus promote the students' sense of self-worth.

Teachers will be trained in the curriculum that has been adopted by Lakeview Academy to maximize our student's performance and maintain high academic standards. They will also participate in professional development training (In-service and Pre-service) throughout the year. The Director and the Education Coordinator will plan and conduct In-service at least one day per month. In-service will include a variety of presentations, speakers, and attendance at conferences and workshops. We believe in the value of lifelong learning and aim to provide continued education for our teachers.

Lakeview Academy will use a variety of research-based curriculum that aligns with the Utah State Standards to best meet the needs of our student population. In accordance with our mission and philosophy, the academic program will provide for a strong foundation of basic building blocks, which supports the acquisition of greater knowledge. Lakeview Academy is committed to educating the whole person, encouraging a deep love for learning, and preparing students to contribute to a changing and challenging world

Lakeview Academy
Income Statement
Compared with Budget
For the Five Months Ending November 30, 2011

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Current Month	Current - 1	Current - 2
Revenue and Support						
Local Revenue Sources						
01.130A Student Fees	\$ 9,033.00	\$ 0.00	9,033.00	\$ 95.00	103.00	1,205.00
01.310 Income - Background Checks	1,026.00	0.00	1,026.00	297.50	196.25	497.00
01.500 Income - Interest Income	429.98	4,000.00	(3,570.02)	72.40	74.80	80.97
01.610 Lunch Fee - Students	36,329.60	75,000.00	(38,670.40)	11,800.15	7,913.59	12,379.78
01.620 Lunch Fee - Adult	38.08	500.00	(461.92)	38.08	0.00	0.00
01.700 Activities - Student Programs	8,106.27	1,500.00	6,606.27	878.25	1,120.20	6,107.82
01.700A Activities School Program	0.00	1,500.00	(1,500.00)	0.00	0.00	0.00
01.700B Activities - PHAST	1,513.00	20,000.00	(18,487.00)	1,513.00	0.00	0.00
01.900 Income	68.75	0.00	68.75	0.00	0.00	50.00
01.900B Fundraising	8,050.90	0.00	8,050.90	1,627.00	1,383.00	3,740.90
01.900M Income - Student Government MS	958.28	0.00	958.28	898.52	25.00	34.76
01.900O Student Government - Orphanage	32.25	0.00	32.25	0.00	24.00	8.25
Total Local Revenue	65,586.11	102,500.00	(36,913.89)	17,219.90	10,839.84	24,104.48
State Revenue Sources						
03.010 Income-K-12 WPU	754,160.00	1,778,710.00	(1,024,550.00)	150,832.00	150,832.00	150,832.00
03.020 Income-Professional Staff	36,200.00	71,148.00	(34,948.00)	7,240.00	7,240.00	7,240.00
03.105 Income-Special Ed Add-on	79,543.00	167,048.00	(87,505.00)	15,796.00	15,796.00	15,796.00
03.110 Income-SPED Self-Contained	34.00	0.00	34.00	7.00	6.00	7.00
03.120 EXT YR PGRM - Severely Disabld	1,115.00	2,682.00	(1,567.00)	1,115.00	0.00	0.00
03.155 Career And Tech Add On	1,790.00	0.00	1,790.00	358.00	358.00	358.00
03.211 Income-Accelerated Learning	0.00	2,210.00	(2,210.00)	0.00	0.00	0.00
03.215 Income-At-Risk Student Progra	0.00	4,532.00	(4,532.00)	0.00	0.00	0.00
03.218 Income-Romless & Minority	0.00	26.00	(26.00)	0.00	0.00	0.00
03.230 Income-Class Size Reduction	77,229.00	154,981.00	(77,752.00)	15,446.00	15,445.00	15,446.00
03.270 Income-Interventions for Stud	0.00	12,319.00	(12,319.00)	0.00	0.00	0.00
03.410 Flexible Allocation	10,086.00	21,479.00	(11,393.00)	2,017.00	2,017.00	2,018.00
03.482D Income - CS Admin Costs	6,042.00	0.00	6,042.00	0.00	6,042.00	0.00
03.520 Income-LAND Trust	37,885.75	24,479.00	13,406.75	0.00	0.00	0.00
03.719 Income-Charter Local Replacem	599,615.00	1,202,568.00	(602,953.00)	101,923.00	101,923.00	101,923.00
03.725 High Ability Student Initiative	6,042.00	0.00	6,042.00	6,042.00	0.00	0.00
03.770 State Liquor Control Tax	4,712.00	0.00	4,712.00	1,786.00	1,945.00	981.00
03.799 Income - UPASS	750.00	1,813.00	(1,063.00)	150.00	150.00	150.00
03.805 Income-Reading Achievement	12,237.55	14,903.00	(2,665.45)	2,213.00	2,213.00	2,213.00
03.810 Income-Library Books and Supp	251.00	598.00	(347.00)	50.00	50.00	50.00
03.842 Income-Administrative Costs	12,084.00	0.00	12,084.00	0.00	0.00	0.00
03.842A Income-Charter Administrative	6,042.00	71,200.00	(65,158.00)	0.00	0.00	6,042.00
03.868 Income-Teachers Mat. & Supp.	5,061.00	4,900.00	161.00	0.00	0.00	0.00
03.876 Income - Educator Salary Adjus	80,374.00	168,947.00	(88,573.00)	16,075.00	16,074.00	16,075.00
03.878 Extended Year Educators	1,299.00	649.00	650.00	0.00	0.00	0.00
Total State Revenue	1,642,552.30	3,705,192.00	(2,062,639.70)	321,050.00	320,091.00	319,131.00
Federal Revenue Sources						
04.524 Federal IDEA Flow Through	(0.04)	116,000.00	(116,000.04)	0.00	0.00	0.00
04.571 Lunch-Federal Reimbursement	4,084.00	12,000.00	(7,916.00)	1,548.00	1,686.00	850.00
04.572 Federal National School Progra	15,033.00	45,000.00	(29,967.00)	5,034.00	6,676.00	3,323.00
04.574 Federal Breakfast Program	3,148.00	11,000.00	(7,852.00)	1,231.00	1,307.00	610.00
04.664 IDEA ARRA	13,003.63	0.00	13,003.63	13,268.00	0.00	0.00
04.860 Title IIA - Teacher Quality	0.00	26,000.00	(26,000.00)	0.00	0.00	0.00
Total Federal Revenue	35,268.59	210,000.00	(174,731.41)	21,081.00	9,669.00	4,783.00
Total Income	\$ 1,743,407.00	\$ 4,017,692.00	(2,274,285.00)	\$ 359,350.90	\$ 340,599.84	\$ 348,018.48
Expenses						
Salaries 100						
115.20 Merit Pay-Admin Expense	\$ 0.00	\$ 10,000.00	(10,000.00)	\$ 0.00	\$ 0.00	\$ 0.00
115.21 Wages - Student Support	4,950.00	20,720.00	(15,770.00)	1,700.00	0.00	3,250.00
115.22 Wages- Instructional Support	14,651.09	100,000.00	(85,348.91)	1,651.07	0.00	8,666.68
115.23 Wages Directors	26,000.00	80,000.00	(54,000.00)	6,500.00	0.00	13,000.00
131.10 Wages-Teachers CACTUS	309,454.56	1,175,687.00	(866,232.44)	104,564.57	0.00	208,185.65
131A.10 Wages - Special Education	57,271.41	81,000.00	(23,728.59)	20,514.93	0.00	29,955.44
131B.10 Merit Pay- Teacher Expense	0.00	15,000.00	(15,000.00)	0.00	0.00	0.00
132.10 Wages- Substitute Teacher	9,064.02	32,000.00	(22,935.98)	4,000.98	0.00	3,592.00
152.24 Wages - Office Support	17,693.40	62,104.00	(44,410.60)	4,083.35	0.00	8,166.70
161.10 Wages- Teachers Aides	72,887.35	250,576.00	(177,688.65)	30,847.81	(827.48)	42,017.58
161A Wages-Merit Pay Aides & Inst	0.00	5,000.00	(5,000.00)	0.00	0.00	0.00
161.10SPEd Sp. Ed. Aides, ParaPro & Inst.	0.00	40,171.00	(40,171.00)	0.00	0.00	0.00
161.31 Wages Lunch	9,843.64	30,240.00	(20,396.36)	4,290.97	0.00	3,802.67
182.26 Wages- Maintenance	28,478.02	86,480.00	(58,001.98)	7,099.55	0.00	14,259.87
Total Salaries	550,293.49	1,988,778.00	(1,438,484.51)	185,253.23	(827.48)	334,896.59
Benefits 200						
220.00 Social Security & Medicare Tax	37,503.97	146,757.00	(109,253.03)	13,228.06	0.00	23,199.33
230.00 Retirement & Mgt. Expense	21,667.86	75,923.00	(54,255.14)	22,991.27	12,416.95	22,836.46
240.00 Employee Benefits Expense	91,608.19	282,478.00	(190,869.81)	6,678.65	39,159.58	17,690.75
270.00 Worker's Compensation Insuranc	8,200.59	7,873.00	327.59	525.99	(2,962.41)	4,256.84
280.00 Unemployment Insurance	2,708.40	19,683.00	(16,974.60)	706.11	0.00	1,396.86
Total Benefits	161,689.01	532,714.00	(371,024.99)	44,130.08	48,614.12	69,380.24
Purchased Professional & Technical Services 300						
300.10 Special Education Services	17,400.36	60,000.00	(42,599.64)	841.62	11,921.68	4,637.06
300.20 Outside Services- Prof. & Tech	9,416.11	12,000.00	(2,583.89)	567.75	762.00	1,204.50
300.23A Information Technology Service	16,664.00	32,000.00	(15,336.00)	2,666.00	5,332.00	2,666.00
310.23 Business Services	36,964.00	84,000.00	(47,036.00)	7,000.00	7,000.00	8,964.00
330.20 Prof. Dev. - Other	7,835.52	20,000.00	(12,164.48)	634.27	4,363.37	2,388.00
330E.10 Professional Development EM	8,144.93	0.00	8,144.93	0.00	6,285.62	0.00
330M.10 Professional Development - MS	1,515.00	0.00	1,515.00	0.00	15.00	1,500.00
340.23 Bank Fees	775.57	2,450.00	(1,674.43)	(305.15)	396.66	539.92
341.23 Accounting Services	12,388.00	13,000.00	(612.00)	0.00	1,900.00	9,000.00
342.23 Legal Services	0.00	1,000.00	(1,000.00)	0.00	0.00	0.00
Total Outside Services	111,073.49	224,450.00	(113,376.51)	11,404.49	37,976.33	30,899.48
Purchased Property Services 400						
400.45 Building Improvements	27,028.96	0.00	27,028.96	0.00	3,456.88	7,192.08
412.26 Property Repairs & Maint.	2,918.85	6,861.00	(3,942.15)	997.18	1,196.54	556.48
430.26 Property Repairs & Maint.	2,365.46	46,643.00	(44,277.54)	0.00	297.00	155.96
432.26 Property Services	(100.57)	0.00	(100.57)	0.00	0.00	0.00
440.26 Lease-Equipment Rental	268.80	2,500.00	(2,231.20)	0.00	0.00	0.00
441.26 Lease- Rent Expense	13,432.00	0.00	13,432.00	3,358.00	6,716.00	3,358.00
Total Outside Services	46,123.48	58,506.00	(12,382.52)	4,060.18	11,646.40	11,262.52
Other Purchased Services 500						
500A.23 HR-Payroll Processing	1,544.15	0.00	1,544.15	333.95	0.00	685.45
500B.23 Copier Maintenance Expense	936.24	5,520.00	(4,583.76)	370.00	300.00	1,200.00
520.26 Equipment Repairs	618.94	2,500.00	(1,881.06)	0.00	0.00	618.94
521.26 Insurance Expense	22,220.00	21,512.00	708.00	0.00	8,454.00	13,766.00
531.23 Telephone-Voice	1,289.73	5,000.00	(3,710.27)	433.54	0.00	0.00
531B.23 Internet Expense	2,127.04	5,000.00	(2,872.96)	0.00	0.00	1,499.00
532.23 Postage & Mailing Expense	867.79	2,335.00	(1,467.21)	(0.44)	130.48	298.61
540.22 HR-Recruitment	0.00	150.00	(150.00)	0.00	0.00	0.00
540.23 Advertising & Promotions	0.00	2,100.00	(2,100.00)	0.00	0.00	0.00
581.00 Mileage	482.97	0.00	482.97	150.94	0.00	0.00
594.10 Field Trips Expense	729.75	7,500.00	(6,770.25)	193.50	536.25	0.00
Total Outside Services	30,816.61	51,617.00	(20,800.39)	1,481.49	9,420.73	16,988.00
Supplies 600						
600.10 Prof. Dev. Meals	38.09	1,500.00	(1,461.91)	0.00	0.00	0.00



Policy Type: Required Policy
Policy Title: Benefits and Leave Policy
Effective Date: August 5, 2011

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 ½ day) See school calendar.
- Midterm Employee:** Any employee hired after a school year has started. Midterm employees shall receive benefits and leave on a prorated basis for the remainder of the school year.

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.

Formatted: Font: Garamond, 11 pt

SALLARY AND WADGES

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

RETIRMENT BENEFITS

A defined contribution retirement plan will be offered to designated employees depending on their role and function in the school. Contribution rates and employee eligibility will be defined by the retirement plan document and according to administrative procedure. The current employer contribution rate is equal to 7% of employee earnings. Lakeview maintains the right to make changes to the employer contribution rate at any time. The employer contribution rate may be changed at the director's discretion in order to maintain budget requirements set by the law, board policy, or bond requirements.

Comment [MD1]: Do we want to specify? Not in the plan documents as we thought. EMI recommends specifying in policy, with the right to make changes as needed.

Comment [MD2]: Director or board?

Comment [MD3]: Any other?

Comment [MD4]: Include the following in procedure or policy?

Comment [MD5]: This is by law

Tier One: Employees who are scheduled to work less than 1,000 hours during the fiscal year.

Tier Two: Employees who are scheduled to work over 1,000 hours during the fiscal year.

Tier Three: Employees who are scheduled to work over 1,400 hours during the fiscal year.

Eligibility:

Tier One: Employees shall not be eligible to participate in the retirement plan.

Tier Two: Employees shall be eligible to become participants in the retirement plan, for employee contributions only.

Tier Three: Employees shall be eligible to become a participant in the retirement plan. Lakeview Academy shall make an employer contribution on the employee's behalf.

LEAVE POLICIES

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

PERSONAL LEAVE

Each ~~eligible certified and~~ full time employee of the Lakeview Academy shall be given 10 days per year personal leave ~~at no cost to the employee.~~ Each part time certified employee shall be given prorated leave equivalent to the percentage of a full time schedule outlined in their salary wage agreement. Administration will be given 12 days per year personal leave ~~due to their extended work schedule, at no cost to the employee.~~ All personal leave shall be provided at no cost to the employee.

The following guidelines must be followed:

A. Except in unusual circumstances, or unexpected illness, 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. Illness

8. 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.
3. Illness
4. Prior approval by the Director(s) for extenuating circumstances.

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

E. ~~Use of P~~personal leave days ~~is discouraged may not be used~~ during parent/teacher conferences and professional development days. - The employee is responsible to notify the director(s) if use of personal leave is necessary for one of these events.

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

G. At the commencement of the employee agreement Unused personal leave ~~days~~ shall be handled by the employee:

1. Electing to be paid out for those days (at the rate of the cost of a substitute).
2. Electing to carry over days, not to accumulate more than 50 personal days in their bank.
3. A Combination of paid out days and carry over days, following procedures set by Director and Business Manager.
4. ~~Personal leave banked shall previously carried over days may~~ not be paid out end of year?

PERSONAL LEAVE BANK

Use of accumulated sick days needs to be approved by the Director.

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.

Lakeview Academy Supporting Documentation January 5, 2012 Board Meeting

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.

Family and Medical Leave

Employees may take unpaid leave per the terms of the Family and Medical Leave Act of 1993.

NOTIFIACATION OF ABSENCE

| Employees are required to notify the ~~office~~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 August 4, 2011.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____



LAKEVIEW ACADEMY CHARTER SCHOOL

Students, Parents, Teachers – A Winning Team



A different way of learning

1

1. Cover Sheet

Proposed School Name Lakeview Academy

Applicant's Name Lakeview Academy, Incorporated

Table of Contents

1. Cover Sheet	2
2. Title page	4
3. Target Population	5
4. Comprehensive Program of Instruction	11
5. Detailed Business Plan	19
6. Organizational Structure and Governing Body	20
7. Articles of Incorporation and Bylaws	28
8. Admission, Dismissal and Suspension Procedures	29
9. Procedures to Review Complaints of Parents	31
10. Opportunities for Parental Involvement	32
11. Description of Plan to Secure School Insurance	33
12. Agreements or Plans for Providing Extracurricular Activities	34
13. Qualifications of Teachers	35
14. School Library Description	36
15. Administrative and Supervisory services	37
16. Fiscal Procedures	38
17. Policy and Procedures Regarding Employee Termination	39
18. Policy and Procedures Regarding Employee Evaluation	40
19. Policy and Procedures Regarding Employment of Relatives	41
20. Utah State Retirement System	42
21. Waivers from State Board Rules	43
22. Conversion Charter Schools	44
23. Assurances	45

I certify all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the charter application process or revocation after award. I understand that incomplete applications will not be considered.

The charter school applicant acknowledges that it has read all Utah statutes regarding charter schools and that, if approved, it is subject to and will ensure compliance with all relevant federal, state and local laws and requirements. The charter school applicant acknowledges that, if approved to operate a charter school, it must execute a charter contract with the Utah State Charter School Board within twelve months of the date of approval of the charter by the Utah

State Charter School Board and must begin providing educational services within the timeframe outlined in the charter. Failure to do so may result in revocation of the charter approval and, if applicable, termination of the contract and revocation of the charter.

<u>Kristy Gordon</u> Authorized Agent (please print)	_____ Signature of Authorized Agent	<u>May 4, 2005</u> Date

All information presented in this application becomes part of the charter contract and may be used for accountability purposes throughout the term of the charter contract.

2. Title Page 2006 – 2007

Name of Proposed Charter School Lakeview Academy
 New School Converted School

Name of Applicant Applying for the Charter
Lakeview Academy, Incorporated
 (This may be a public body, private person, or private organization.)

Authorized Agent for Applicant Kristy Gordon, Chief Administrative Officer
 (This may be the individual applicant or an authorized member of the corporate board.)

Authorized Agent Mailing Address 267 West Vineyard Way

City Saratoga Springs State Utah Zip 84043

District school will be located Alpine E-mail kristyngordon@aol.com

Daytime Phone (801) 766-9888 Fax () None

Form of Organization

- Non-Profit Corporation
 Tribal Entity

The governing body of a charter school is responsible for the policy decisions of the school. Please indicate the makeup of this body below.

Name	Phone Number	Type of Member	Position on Board
Kristy Gordon	(801) 766-9888	Parent	CAO/ President
Emily Anderson	(801) 766-3136	Parent	Vice President/ Secretary
Alicia Howard	(801) 768-2445	Parent	Site Advisory Council Liaison
Gary Petersen	(801) 766-5731	Parent	Financial Officer

Founding Members to date are as follows:

Robin Allred	Emily Anderson	Teresa Bird	Lisa Boucher
Nicole Bullock	Nikki Carpenter	Rachael Cochran	Janette Crump
Liz Dalley	Mandee Dean	Mark Devlin	Andrea Dinublio
Karen Eggett	Tamara Follett	Andrea Fong	Shauna Freebairn
Kristy Gordon	Heidi Gray	Michael Grooms	Karyn Gustafson
Alicia Howard	Lu Hilmo	Mike Hilmo	Sara Hilmo
Nathan Holmes	Joylin Lincoln	Diane Maxwell	Mat Maxwell
Sara McKee	Sharon Monday	Lisa Morris	Stacey Myers
Gary Petersen	Kristen Poduska	Bridget Powell	Shauna Powell
Brian Ricks	Monica Sanborn	Lisa Smith	Melinda Smith
Tina Smith	Brooke Stockman	Angie Taylor	April Thompson
Becky Thompson	Rebecca Thompson	Tami Vincent	Marci Williams

3. Target Population

Mission Statement (use only this space):

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

	GRADES SERVED												TOTAL NUMBER OF STUDENTS (Enrollment cap)	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Year 1 2006-2007	x	x	x	x	x	x	x	x	x					675
Year 2 2007-2008	K	1	2	3	4	5	6	7						750
Year 3 2008-2009	x	x	x	x	x	x	x	x	x	x				750
Year 4 2009-2010	K	1	2	3	4	5	6	7	8	9	10	11	12	750
Ultimate Enrollment	7	75	75	75	75	75	75	75	75	75				750

(The number of students should be a maximum enrollment that is being requested.)

Outreach Plan (consistent with the school's mission AND the public school law and purposes)

The Lakeview Academy will primarily serve students in Grades K-9 from the community of Saratoga Springs and surrounding area. We will use our website, word of mouth, public postings, ads in local newspapers, press releases, and informational meetings to draw interest and attention to our school.

School Calendar

Standard Extended School Year Instructional Days 180
 Alternative (please describe in 5 words or less) Start Date August 28, 2006

Complete the following information for each site indicated above. If planning more than one site, attach an additional page with the following information.

If facility arrangements have been made, provide the information below.

Site Name _____
 Site Address _____

City _____ Zip Code _____ County _____

Site/Location Description. (If facility arrangements have not been finalized, please provide general information on the location and type of facility planned for your school.)

Lakeview Academy will be located in the city of Saratoga Springs. An ideal location would be near the city center, commonly known as the four-corner area (where Redwood Road intersects SR 68 out of Lehi). This would allow easy access for students from all directions, including Bluffdale, Herriman, Lehi, Eagle Mountain and Saratoga Springs.

The founding council has made allowances in the budget for a school facility with approximately 55,000 square feet when completely finished. This size facility will readily accommodate the needs of our student population and meet all

state and local building codes and ADA requirements. The grounds of the facility will be fully developed and fenced for safety and will include adequate parking, a drop-off zone, playing fields, and playground equipment.

The interior of the school will have a reception center located in the front of the school, with the administrative offices located in or nearby. The building will also contain a library, teacher's lounge, sick area, special education classroom, and stage. In addition, we plan to have a gymnasium. We would also like to see the school have a cafeteria with a full service kitchen attached to the main gymnasium that could be closed off and used simultaneously with the gym for small assemblies or grade level activities. This area could also be used for indoor recess during the winter months.

The teaching areas of the school will be sectioned into "pods". Each "pod" will include three large classrooms, a central area for small group activities with space for a computer lab, bathrooms and storage areas. This design will allow our teachers to work as a team.

Eight purposes for charter schools –Title 53A-1a-503

1. Continue to improve student learning:

Lakeview Academy will improve students' learning by establishing high standards, challenging all students to reach their potential, and providing the support students need to succeed. Research shows that students are more likely to succeed when they feel connected to school. School connectedness refers to an academic environment in which students believe that adults in the school care about their learning and about them as individuals. When teachers make learning meaningful and relevant to their students' lives, students develop a stake in their own education. Teachers at Lakeview Academy will be guided to: (1) create clear classroom structure with consistent expectations for behavior and performance, and (2) provide a healthy setting in which students can exercise autonomy and practice decision-making skills. We will further improve student education by incorporating the following:

- Form grade-level education teams in which groups of teachers work with students
- Provide a mentor for teachers who have less than three years of teaching experience
- Ensure that course content is relevant to the lives of the students and connect what they learn to the world around them
- Provide service learning and community service projects so that children can see they are important in the world
- Use a wide variety of instructional methods and technologies to reach all types of learners
- Provide opportunities for students who are behind to achieve grade-level performance by creating individual student plans prepared by the grade level team
- Provide character development instruction every day to improve student behavior and self-esteem
- Encourage parents to be involved in their children's education by modeling responsibility and love of learning. Investing of their time and resources through voluntary involvement at Lakeview Academy will show their children that education is important. Parents are empowered to influence the quality of their child's education by participating in students' studies, classrooms, committees, and in school leadership roles-all in close cooperation with teachers and administrators. This collaboration between students, parents, and teachers contributes to improved learning.
- Organization and study skills will be taught incrementally each year because mastery of these skills enhances students' ability to achieve academic excellence.

We will measure the success of this goal by student assessments and parental feedback.

2. Encourage the use of different and innovative teaching methods:

Innovative teaching methods will be an integral part of learning at Lakeview Academy. We will vary our teaching methods to reach all types of learners through creative hands-on projects, small group activities, family events, and special presentations. It is our goal to reach every child through a variety of teaching methods, thereby meeting the individual needs of each student. This will make learning exciting for all students.

Our school will also strive to look beyond our walls for educational resources. We will utilize outside facilities and resources whenever possible. By using community experts, knowledgeable parents, and creative demonstrations, students will experience new ways of learning and see that learning never ends. The possibilities are endless and only limited by our imagination and the resources we can acquire.

We will measure the success of this goal by student test scores, parental satisfaction and committee reviews.

3. Create new professional opportunities for educators that allow them to participate in designing and implementing the learning program:

The teachers at Lakeview Academy will be considered a vital resource for the continual evaluation and implementation of the school's learning program. We believe teachers are our best resource for feedback and suggestions on the school's learning program. All full-time teachers will be required to serve on a committee. For more information on the responsibilities of these committees, please see the **Organizational Structure and Governing Body section**.

We will measure the success of this goal with direct feedback from teachers.

4. Increase choice of learning opportunities for students:

The school will develop an Enhancement Day program to increase choice of learning for our students. Since real-life application and multi-sensory learning are at the core of Lakeview Academy's progressive approach to education, this unique program will be designed to enhance the students' learning experience. The program will include things that enrich and encourage personal growth in our students. Students will be engaged in experiential and expeditionary learning through this program, thus allowing students to build upon and demonstrate what they have been learning in class. Enhancement day will take place every Friday and include such things as group or individual projects, field trips, participation in mini classes and other activities that "enhance" or extend what they have been learning in class.

Founding Council Committees will develop these programs over the next year.

Lakeview Academy will also publish monthly newsletters to highlight additional learning opportunities for students such as:

- Areas to research (website, library, community resources, etc.) on particular topics relevant to the curriculum for that month
- Hands-on project ideas
- Community Service suggestions

We will measure the success of this goal with direct feedback from students and committees.

5. Establish new models of schools and new forms of accountability that emphasize measurement of learning outcomes and the creation of innovative measurement tools.

At Lakeview Academy, the school will be divided into pods. These “pods” will consist of classrooms with a common area, a computer lab with internet access and a group meeting area.

This new school model promotes more hands-on learning through groups. It also allows the grade-level teams to maximize teaching techniques and rotate activities throughout the grade level. Grade levels will be broken up into fluid ability groups. A teacher and a teaching assistant will supervise an ability group with help from parent volunteers. Having this many people to help will enable the students to truly achieve their academic potential. Not only will students benefit from having multiple teachers, but they will also learn from each other under this learning model.

Lakeview Academy will be utilizing our volunteer parents in many ways. We have structured a Parent Assisted Learning System (PALS) program to educate our parents on helping in the classroom. Parents will be trained in academic programs, classroom management skills, confidentiality and more. Parents working under the PALS program will be encouraged to contribute approximately 4 hours of classroom time per month. PALS will tutor individual students that have deficiencies. PALS will also take care of all copying, cutting, coloring, bulletin boards and other prep work that take away from teacher preparation and planning time.

Parents and teachers will be on committees together instead of having a separate parent organization. Lakeview Academy believes that by bringing parents and teachers together in the same organization, parents will feel empowered to help their children succeed at a level unavailable in the regular school system. Parents will play a huge role in the success of Lakeview Academy. When parents, as well as teachers, are held accountable for the success of the school, students’ needs are met at a higher level. The daily presence of parents in the classroom creates much greater feedback relative to the teacher, the course content, and the class environment than would ordinarily be possible in a setting where parents are less active in the day-to-day learning.

Lakeview Academy will measure the learning of our students on many levels. One way will be for teachers to maintain a portfolio for each student (For more information about student portfolios, see Methods of Instruction). The portfolios will show individualized skills and improvement from the whole year. Teachers will also require students to demonstrate the skills they have learned by having them do projects during school rather than taking them home. This will show the true level of understanding in a subject by ensuring the student is the one doing the project and not the parent. Examples of some student projects are: displays, reports, and presentations. Teachers will use the projects to assess progress in addition to or instead of traditional written testing procedures.

We will measure the success of this goal by student, parent and teacher feedback and test scores.

6. Provide greater opportunities for parental involvement in management decisions at the school level. (*See also 53A-1a-508 (3)(b)*)

There are numerous ways in which parents may be involved in the management decisions at Lakeview Academy. Some of them include the following: working on committees to recommend policy and curriculum changes, serving on the Site Advisory Council or Professional Advisory Council, and using Lakeview Academy’s written formula for producing change as described in the Lakeview Academy Handbook.

We will measure the success of this goal with feedback from parents.

- 7 Expand public school choice in areas where schools have been identified for improvement, corrective action or restructuring under the No Child Left behind Act:

Lakeview Academy is not being established in an area identified under the No Child Left behind Act.

8. Improve opportunities for extracurricular activities that promote the mission statement of Lakeview Academy.

A committee will be formed to plan and promote student involvement in extracurricular activities such as:

- Reader's Theatre
- Drama
- Art
- Photography
- Cooking
- Sports
- Music

We will measure the success of this goal with feedback from parents and students.

4. Comprehensive Program of Instruction

Curricular Emphasis

Philosophy

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

Communication- reading, writing, speaking, and listening

Reasoning- mathematics, science, and technology

Culture- history, art, music, and foreign language

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

Methods of Instruction

Teachers at Lakeview Academy will employ a variety of instructional strategies to best meet the needs of the student population. We will make extensive use of repetition and scaffolding of new information. As students master old concepts new ones will be introduced and practiced. Students will have the opportunity to work at their ability level and pace, and not be impeded by another student’s rate of progress.

At Lakeview Academy we believe in the principles set forth by Lev Vygotsky, a well-known child development theorist, who believed that children learn as they interact with those who are more knowledgeable than them. This more knowledgeable person can serve as a guide or a model to accompany an apprentice through the process of active discovery. Vygotsky terms this the zone of proximal development, “...the range of tasks or skills that are slightly too difficult for a child to do alone but that she can do successfully with guidance or “scaffolding” by an adult or more experienced child”. That being stated, some teaching will take place in fluid ability-level groups while other instruction will be given to a whole group. Additionally students may work together in mixed ability-level groups to teach and learn from one another. This process will provide students with the opportunity to learn together, build self-confidence, and master skills.

Teachers at Lakeview Academy will work together on grade-level instructional teams in order to address all learning styles and abilities. Paid and volunteer teaching assistants will also work alongside classroom teachers to ensure that the needs of all students are being met.

To make sure that we can provide for the needs of our students, benchmark assessments will be administered no less than three times per year. Benchmark assessments will be used to help place students in fluid ability-level groups, differentiate instruction and to ensure that students

are meeting the state requirements. Formative and Summative assessments will also be used as a guide for teachers.

Teachers will maintain individual student portfolios. Since Lakeview Academy is not a worksheet driven school, few if any worksheets will be included in portfolios. Instead, the portfolios will contain items that are a true reflection of student's work and understanding of a subject(s). Students will help their teachers to select pieces to be included. This will be a useful tool at parent/teacher conferences. It will allow students the opportunity to show their best work and progress in different subject areas plus promote the students' sense of self-worth.

Teachers will be trained in the curriculum that has been adopted by Lakeview Academy to maximize our student's performance and maintain high academic standards. They will also participate in professional development training (In-service and Pre-service) throughout the year. The Director and the Education Coordinator will plan and conduct In-service at least one day per month. In-service will include a variety of presentations, speakers, and attendance at conferences and workshops. We believe in the value of lifelong learning and aim to provide continued education for our teachers.

Lakeview Academy will use a variety of research-based curriculum that aligns with the Utah State Standards to best meet the needs of our student population. In accordance with our mission and philosophy, the academic program will provide for a strong foundation of basic building blocks, which supports the acquisition of greater knowledge. Lakeview Academy is committed to educating the whole person, encouraging a deep love for learning, and preparing students to contribute to a changing and challenging world

Some of the curriculum choice may include the following:

Saxon Math

Saxon Math will be used for all students at Lakeview Academy. The goal of Lakeview Academy is for all students to achieve at least grade level status in mathematics.

Teachers will be trained to use the curriculum as a guide as they develop ways to make the instruction of math more applicable to the students' lives with hands-on activities.

Balanced Literacy

A balanced literacy approach will be used for all students at Lakeview Academy. This research-proven method provides literacy instruction in each of four categories:

Guided Reading: Students learn and practice comprehension strategies using leveled reading material, incorporating a wide range of literature.

Self-Selected Reading: Students learn how to select material that is "just right" for them, and read for meaning and enjoyment.

Working with Words: Creative multi-sensory techniques allow students to explore parts of speech, letters, sounds, word families, and spelling rules and exceptions, as well as increase their vocabulary.

Writer's Workshop: Students brainstorm, draft, write, revise, edit and publish with a real audience in mind.

Each component is incorporated as part of a daily instructional routine. A single language arts skill (such as grammar, phonics, or spelling) can fall under multiple categories, allowing for that skill to be revisited multiple times in meaningful ways. This increased exposure to and practice with language arts skills encourages greater mastery for students at all levels.

In order to provide a consistent approach to the varied pieces of this Balanced Literacy instruction throughout a student's experience at Lakeview Academy, some of the following programs will be utilized: Shurley English, Reading Street, Write Source, Handwriting Without Tears, First Strokes, and Words Their Way.

Science Works for Kids

Science Works for Kids is a series of resource books, which connect science to real life. Each level (K-1, 1-3, and 3-6) contains between 6-10 resources books that cover various science concepts. They allow students to learn by doing with ready-to-go activities and experiments.

Project WILD

Project WILD is one of the most widely-used conservation and environmental education programs among educators of students in kindergarten through high school. It is based on the premise that young people and educators have a vital interest in learning about our natural world. Emphasizing wildlife because of its intrinsic value, Project WILD addresses the need for human beings to develop as responsible citizens of our planet.

Utah State Core Curriculum

Lakeview Academy will align all curriculum, K-9, with the Utah State Core Standards.

Special Emphasis

At Lakeview Academy special emphasis will be placed on Science, the Arts, and Technology. This will be done by incorporating technology in the everyday classroom, focusing on science and providing an opportunity for all students to participate in and appreciate the arts. The school will be equipped with several computer labs. These labs will be used to practice keyboarding skills and to engage the students in interactive, educational lessons and games. The school's science curriculum, aligned with the Utah state standards, will be used to give students extensive hands-on exposure to and experience with a wide range of science topics. Lakeview Academy will also place a special emphasis on the Arts. Not only will Lakeview Academy employ a music teacher but students will have the opportunity to participate in after school music programs such as choir or orchestra. Lakeview Academy will be including an art studio for the Middle School students and two art areas for the Elementary students. Teachers will use these areas for students to create and express themselves artistically. A Night of the Arts will be held regularly to showcase students' art. Lakeview Academy's curriculum choices also provides an in-depth look at classic pieces of Art, Literature and Music. Our Fridays will be viewed as a time to enrich and immerse our students in "real world" experiences. We will use our short-day Fridays for special mini-enrichment courses, student research projects, field trips, school assemblies, community service projects, and

Lakeview Academy Supporting Documentation January 5, 2012 Board Meeting

academic student contests. In addition, we may offer elective classes on Friday afternoon in such areas as Music, Art, Drama and Sports.

Secondary Education

Lakeview Academy understands the requirements of a secondary education program. As we transition into our second year of operation all State requirements will be fulfilled. Secondary classes will align with the Utah State Core Curriculum. Our budget reflects the addition of a librarian and a guidance counselor the second year to accommodate the requirements for ninth grade students and Northwest Accreditation. We will also ensure that proper steps are taken to secure this accreditation in a timely manner.

Effectiveness Goals

Goal	Specific Objectives (What will be measured?)	Measurement Criteria (How you know it—means of measuring data, percent mastery, etc.)
1. Improve student learning	1.a. Students will develop and demonstrate proficient language arts.	1.a. Students will be assessed no less than three times per year and end of the year CRT's to determine proficiency. Student progress will be tracked, monitored, and measured by at least 85% of students achieving at or above grade level on benchmark tests in reading by the end, writing samples will be collected no less than three times a year as a performance based assessment to demonstrate improvement. And at least 80% of our students performing at proficiency or higher on the language arts CRT's.
	1.b. Students will demonstrate proficient mathematical skills as defined by Lakeview Academy and the Utah Core Curriculum.	1.b. Students will be assessed with benchmark exams no less than three times per year to determine mathematical aptitude will be measured by 8% of students performing at or above grade level on benchmark tests by the end of the school year and 80% of students reaching level 3 sufficient or level 4 substantial proficiency o the end of year CRT's.
	1.c. Students will demonstrate proficient science skills as defined by Lakeview Academy and the Utah Core Curriculum.	1.c. The Science curriculum will provide students with the opportunity to meet and exceed the Utah Core standards. By the end of the year 80% of 5 th -9 th grade students will demonstrate Mastery or near Mastery on the Science CRT.
	1.d. Students will develop a strong sense of their individual self- worth.	1.d. This will be accomplished by daily instruction in character education in all grade levels. Students will also create portfolios throughout the year to track their own progress and to have a showcase of their best work for their parents.
	1.e. Students will learn how to study and be organized.	1.e. Each year teachers will emphasize personal accountability with schoolwork and teach organizational and study skills. Students will also be instructed on doing research projects and complete various projects during school.
	1.f. Students will have a basic knowledge of and appreciation for the Arts and Literature.	1.f. Using Lakeview Academy's curriculum choices, students will be exposed to a variety of classic works of art, literature, music and drama. Students will have the opportunity to express themselves artistically in the classroom and in extra-curricular activities. This will be tracked by students' grades and participation in extracurricular activities.
	1.g. Students will have an understanding and working knowledge of current technology.	1.g. Teachers will integrate current technology, such as computers, into classroom learning. All students will be tested to verify they meet state standards in keyboarding. Students will also demonstrate in individual and group settings, the scope of skills learned.

	1.h. Parents will feel empowered to influence the quality of their child's education.	1.h. Parents will have the opportunity to participate in students' studies, volunteer in the classrooms, work on committees, and in school leadership roles. Families will be encouraged to volunteer at least four hours per month assisting their student(s) teacher. Additionally, families are asked to join and actively participate on one school committee per year. This will help to support the mission and philosophy of Lakeview Academy.
2. Highly Qualified Teachers and Staff	2.a. All teachers will maintain appropriate educator licenses.	2.a. Hired teachers will already possess or be working towards an appropriate Utah license.
	2.b. The Education Coordinator will mentor and observe all teachers to ensure the highest quality of teaching.	2.b. The Education Coordinator will be responsible for mentoring new teachers. The Education Coordinator will observe teachers, conference with them and set professional development goals at least once per quarter. The Education Coordinator will track progress of these goals in the teachers' portfolios
	2.c. Trained teaching assistants (TA's) will aid classroom teachers in meeting students' needs.	2.c. Paid and volunteer teaching assistants will be trained according to Lakeview Academy's mission, philosophy and curriculum. The Education Coordinator will observe teaching assistants at least once per quarter.
	2.d. All teachers and TA's will be trained on the implementation of the school's curriculum and Utah State Standards.	2.d. The entire faculty and all teaching assistants will receive in-service training on planning and implementation strategies for all curricula. Attendance will be taken at training and this will be tracked in staff portfolios.
3. Maintain open and effective communication	3.a. Open communication will take place between all participants in the school community.	3.a. Lakeview Academy will encourage open communication. Teachers will also be open and flexible. They will schedule parent/teacher conferences as well as SEP meetings. All teachers, parents and students will participate in a SEP meeting no less than twice per school year. In addition, teachers will send home a weekly newsletter. The school will send home a monthly newsletter. We will measure the success of this goal by the feedback received from parents and teachers.

Program of Instruction Monitoring

Each grade (K-6) will be organized into a grade-level team including three teachers and three teaching assistants. The Middle School (7-9) teachers will function as one grade level team. Each team (K-6) will be assigned seventy-five students. Students' (K-9) will have a homeroom teacher but may also be instructed by any teacher on the grade-level team. Benchmark assessments will be used to track student progress. Formative and Summative assessments will also be used in all content areas to track student progress and guide teacher decision making. Grade-level team meetings will take place each week. During this grade-level meeting, teachers and teaching assistants will discuss student performance, placement, and recommendations for individualized instruction. Teachers will hold formal Student Education Plan (SEP) meetings twice per school year. The purpose of the SEP meetings will be to inform parents of student progress and to help set new goals as appropriate for the student. Additional SEP meetings will be held as necessary.

Lakeview Academy will ensure that teachers incorporate State standards into their instructional practices. All teachers will create a yearlong curriculum plan using the school's curriculum aligned with Utah State standards prior to the first day of school. The Education Coordinator will review the plan and sample lesson plans throughout the year. The Education Coordinator will also be responsible for conducting observations on all teachers regularly.

Special Education

All teachers at Lakeview Academy will be trained and understand the provisions set forth in the Individuals with Disabilities Education Act (IDEA). Lakeview Academy will uphold all laws to ensure that students receive a free and appropriate public education (FAPE).

Lakeview Academy understands the need for specialized training and instruction for those students identified with special needs. In order to meet these needs Lakeview Academy will employ a Special Education teacher. A regular education teacher will refer a student to Special Education when classroom intervention techniques have failed. The Special Education teacher will then be responsible for obtaining parental permission and completing any necessary testing. It will also be the responsibility of the Special Education teacher to arrange an Individualized Education Program (IEP) meeting.

A special team will be called for the (IEP) meeting. The team will consist of the following individuals: the regular and Special Education teachers, an Administrator, the student's parent(s) and if appropriate the student. This team will be responsible for identifying the student's current level of education, annual goals, short-term objectives and any necessary accommodations.

For specialized services such as a Speech Therapist, Lakeview Academy will contract with individual providers.

5. Detailed Business Plan

Lakeview Academy will submit the budget proposal for all expenses anticipated through the opening of the school with the Startup Grant application, as directed by the Utah State Office of Education. Lakeview Academy will use the services of a respected accounting firm for the school audit. A current school budget is available upon request.

Gradual Expansion Plan

Lakeview Academy has developed a gradual expansion plan. We will serve students in K-8 the first year and then add 9th grade the second year.

6. Organizational Structure and Governing Body

Description of the organizational structure and governing body of Lakeview Academy has been divided into two phases: the *Planning Phase* and the *Operational Phase*.

Planning Phase

The planning phase is the time period from pre-application until the first day of school.

During the planning phase the organizational structure and governing body will be composed of the Lakeview Academy Founding Council, committees as deemed necessary by the Council, a Chief Administrative Officer (CAO) appointed by the Council and, upon being hired, the Lakeview Academy School Director and Education Coordinator.

Lakeview Academy Founding Council

The Council consists of those individuals originating Lakeview Academy. Four of the Council members have been designated as officers. The officers receive recommendations from other members of the Council with respect to developing the school. Officers of the Council shall have exclusive voting rights regarding the contents of Lakeview Academy's charter application. The completed application must be approved by the officers with a unanimous vote, prior to submitting to the state. Lakeview Academy's Founding Council Officers and Members as currently constituted are:

Officers

- Kristy Gordon, Saratoga Springs, Utah (President/ CAO)
- Emily Anderson, Lehi, Utah (Vice President/ Secretary)
- Alicia Howard, Saratoga Springs, Utah (Site Advisory Council Liaison)
- Gary Petersen, Saratoga Springs, Utah (Financial Officer)

Members

Robin Allred	Emily Anderson	Teresa Bird	Lisa Boucher
Nicole Bullock	Nikki Carpenter	Rachael Cochran	Janette Crump
Liz Dalley	Mandee Dean	Mark Devlin	Andrea Dinublio
Karen Eggett	Tamara Follett	Andrea Fong	Shauna Freebairn
Kristy Gordon	Heidi Gray	Michael Grooms	Karyn Gustafson
Alicia Howard	Lu Hilmo	Mike Hilmo	Sara Hilmo
Nathan Holmes	Joylin Lincoln	Diane Maxwell	Mat Maxwell
Sara McKee	Sharon Monday	Lisa Morris	Stacey Myers
Gary Petersen	Kristen Poduska	Bridget Powell	Shauna Powell
Brian Ricks	Monica Sanborn	Lisa Smith	Melinda Smith
Tina Smith	Brooke Stockman	Angie Taylor	April Thompson
Becky Thompson	Rebecca Thompson	Tami Vincent	Marci Williams

The Founding Council defines and shapes Lakeview Academy's mission, strategic plan and core policy. The officers will make appointments for openings on the Founding Council. Some of the responsibilities of the Founding Council include:

- Selecting the President/ Chief Administrative Officer (CAO) from the Council
- Preparing and submitting Lakeview Academy's charter application
- Ensuring that all plans for Lakeview Academy are consistent with the charter and mission statement
- Defining initial policies for the Lakeview Academy Site Council
- Authoring and approving Lakeview Academy's internal policies, procedures and bylaws
- Defining and communicating school core values, principles, and policies to the public
- Establishing committees and selecting committee chairs and members
- Signing legal documents and commitments as required by Utah state law and Alpine District code

Committees

The Founding Council will establish committees as needed to facilitate and enhance the planning and operation of the school. To date, the Council has established six committees. The committees, chairperson, and committee members as currently constituted for each are as follows:

- Founding Council Development Committee
Kristy Gordon (Chairman)
- Facilities Committee
Alicia Howard (Chairman)
Karen Eggett
- Curriculum Development Committee
Lisa Smith (Chairman)
Becky Thompson
- Technology Committee
Emily Anderson (Chairman)
Lisa Morris
- Finance Committee
Gary Petersen (Chairman)
- Enrollment Committee
April Thompson (Chairman)

Chief Administrative Officer (CAO)

The President of the Founding Council shall also serve as the CAO during the planning phase. Once the school reaches operational phase, the officers of the Founding Council will transition to a newly established Board of Trustees and the Site Advisory Council will replace the Founding Council. The President/ CAO of the Founding Council will transition to the President/ CAO of the Board of Trustees. Kristy Gordon is currently serving as the CAO of Lakeview Academy. Some of the Duties of the CAO include the following:

- Acting as liaison between the Founding Council and the Lakeview School Director
- Acting as point of contact with the state charter school board
- Presiding over meetings of the Founding Council
- Serving as chairman of the Founding Council Development Committee and the Facilities Committee
- Signing legal documents and commitments as required by Utah state law and Alpine District code
- Making appointments to key administrative positions and faculty

Lakeview Academy School Director

The Director is in charge of day-to-day operation of the school. He or she is responsible for implementing the policies and procedures established by the Founding Council during the planning phase and by the Board of Trustees once the school becomes operational. Some responsibilities of the Director are:

- Serve as an ex officio member of the Lakeview Academy Site Advisory Council
- Implement policies and procedures as approved by the Board of Trustees
- Recommend policy and procedural changes to the Board of Trustees
- Recommend changes to school faculty and support staff
- Represent the school in public relations events
- Support and guide the school in achieving the mission statement
- Oversee the staff of Lakeview Academy
- Act as arbitrator between parents and teachers when conflict resolution is necessary

Education Coordinator (EC)

The primary responsibility of the Education Coordinator is to ensure effective curriculum

Lakeview Academy Supporting Documentation January 5, 2012 Board Meeting

implementation by working with the Middle School and Elementary School Academic Groups, and grade level teams to evaluate and recommend curriculum adjustments. The EC is also responsible for training teachers and teaching assistants in a manner consistent with Lakeview Academy's charter, mission statement, philosophy and structure. The EC is responsible for monitoring and evaluating teacher instruction and, when appropriate or requested, reporting to the School Director or Board of Trustees. The EC will fill in for the administration when the Director or Assistant Director(s) is unavailable. He or she will follow all policies and procedures established by the Founding Council during the planning phase and by the Board of Trustees once the school becomes operational.

Operational Phase

The operational phase will begin on the first day of the 2006-2007 school year. The organizational structure and governing body may be composed of a Board of Trustees, a Professional Advisory Council, a Site Advisory Council, a CAO, a School Director, an Assistant Director(s), an Education Coordinator, and various committees.

Board of Trustees

As the school transitions from the Planning Phase to the Operational Phase, the Founding Council officers become the Board of Trustees. All subsequent members of the Board of Trustees shall be drawn from the ranks of parents and the community at large. Anyone who receives compensation whether as an employee or contractor who is paid from school funds, notwithstanding they also may be parents are ineligible to serve as a Trustee. Anyone related to an employee or a contractor who is compensated with school funds, notwithstanding they also may be parents are ineligible to serve as a Trustee. Lakeview Academy's Board of Trustees shall have no more than six total board members, with one member being elected by the parents of actively enrolled students, each family having one vote regardless of how many students they have enrolled at Lakeview Academy. For more information on elections see Election Policy.

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

- Guide and ensure the implementation of Lakeview Academy's charter
- Guide and ensure the success and mission of Lakeview Academy
- Approve the school's yearly goals and improvement strategies as established by the Director
- Make all major school policies
- Conduct, manage and control the affairs and activities of Lakeview Academy
- Establish rules, regulations, and policies
- Elect Trustees, appoint committees, and delegate authority
- Enter into contracts, leases, and other agreements which are, in the Trustees judgment, necessary or desirable in advancing the interests of Lakeview Academy
- Amend the corporation's by-laws as deemed necessary
- Hire employees and renew employee contracts
- Report to the State as required
- Oversee the Director and the Lakeview Academy Site Advisory Council
- Manage any elections
- Manage conflict resolution of issues in the school community
- Monitor and measure the school's three year charter implementation plan, which will be developed by the school's director

Appointments and Election for board vacancies

Opening(s) on the Board of Trustees, except the Parent Elected Trustee, will be filled by 2/3rds majority vote by all board members. A parent elected vacancy shall be filled by a new parent election.

For more information on elections see Election Policy.

Term of Office and removal of Trustees

Any Trustees who are serving on the Board of Trustees on the first day of the Operational Phase shall serve for an indefinite term unless the Trustee is removed for Disciplinary Action, violates the corporations' by-laws, or meets one of the criteria under Removal from Office.

All new Trustees, except the Parent Elected Trustee, shall serve an initial term of two to four years to be determined at the time of appointment so that no two Trustees terms expire at the same time. After the term expires, a new term may be offered to the prior Board Trustee by 2/3 majority vote, with the exception of the Parent Elected Trustee who must be re-elected by the parents of currently enrolled students.

Resignation of a Trustee will result in a replacement being appointed by a majority vote of the remaining Trustees then in office (or by parent election if the board member was elected by the parents), or by the sole remaining Trustee should that situation occur. If for some reason all positions on the Board of Trustees become vacant at once, then the power and authority to appoint a new Board conveys to the Site Advisory Council. The following individuals will be on the Board of Trustees on the first operational day:

Julianne Kicklighter- President/CAO
Donna Burnham- Financial Officer
Lisa Smith- Board Member
Rachael Cochran- Board Member
Mandee Dean- Board Member
Joylin Lincoln- Board Member

Removal from Office

A trustee may be removed from office for:

- Has been declared of unsound mind by a final order of court
- Has been convicted of a felony
- The Trustee resigns
- Death
- The Trustee is voted off by the Board of Trustees by 2/3rds majority vote for a violation under Disciplinary Action

**The Board of Trustees decides who shall be President/CAO if the President is removed from office.

Disciplinary Action:

Members of the Board of Trustees may elect to apply disciplinary action including, but not limited to removal from office for any Trustee who violates one or more of the following:

- Acting beyond Trustees scope of authority
- Failure to fulfill assigned responsibilities from the Board President/CAO
- Acts of insubordination such as but not limited to, failure to follow direct orders from the Board President/CAO
- Any individual who operates counter to the charter
- The Trustee has failed to attend two or more of the board's regular meetings in any calendar year without being excused by the Board President/CAO
- Has been charged with a felony
- Non-compliance with confidentiality rules for the board (See Board of Trustees manual)
- Unprofessional behavior

Lakeview Academy Professional Advisory Council

This council is a group of volunteers with specialized skills that are appointed by the Board of Trustees. They assist Lakeview Academy's Board of Trustees and Site Advisory Council to achieve specific objectives of the school and its

charter. The main responsibility of the Professional Advisory Council will be to provide professional services or council based on each member's area of expertise.

Lakeview Academy Site Advisory Council

The Site Advisory Council (SAC) will consist of a minimum of eight members comprised of five elected (if the requirements of the election policy are not met then they may be appointed) parents of currently active students, two elected (if the requirements of the election policy are not met then they may be appointed) faculty members and the School Director who will serve as an ex officio member. Some of the responsibilities of the SAC are:

- Act as liaison between the general school community and the Director
- Guide the school in supporting the charter and achieving the mission statement
- Act as committee advisors who will oversee and delegate authority to sub-committees. For specific information regarding committee organization and responsibilities, please see section on committees.
- Recommend procedure and policy changes
- Make sound financial decisions using the budgets given to various committees.
- Assist in State reporting

Election and Term for the Site Advisory Council:

To establish the Site Advisory Council service rotation, the initial term of service for the *appointed* Members will be as follows:

Parent Member "A"– Two year term
Parent Member "B"– One year term
Parent Member "C" – Two year term
Parent Member "D" – One year term
Parent Member "E" - Two year term
Faculty Member "F" – One-year
Faculty Member "G"- Two-year term

Elections for SAC openings will be held each spring at an annual all-school meeting of parents and faculty. SAC members elected at the annual meeting will serve for a two-year term. Each family will have one vote, regardless of how many students they have enrolled at Lakeview Academy, to cast for the parent positions up for election on SAC. Each faculty member will have one vote to cast for the Faculty position on SAC. For more information regarding elections see Election Policy.

A SAC member may maintain his or her position for up to one year after their last child is no longer enrolled in the school if the Board of Trustees approves the extension. A member whose term has expired may also receive an extension of their term if the member is currently working on an assignment. The term may be extended for up to one year.

Chief Administrative Officer (CAO)/ President

The President of the Board of Trustees is also ex officio the CAO. Some of the duties of the CAO include the following:

- Act as liaison between the Board of Trustees and the Lakeview Academy School Director
- Act as point of contact with the state charter school board
- Preside over meetings of the Board of Trustees
- Sign legal documents and commitments as required by Utah state law
- Conduct Board of Trustees training and development
- Oversee the hiring of employees and renew employee contracts
-

Lakeview Academy School Director

In the operational phase, the Director maintains all responsibilities as outlined in the planning phase. The Director is in charge of day-to-day operation of the school. He or she is responsible for implementing the charter, policies and procedures established by the Board of Trustees. Some responsibilities of the Director are:

Lakeview Academy Supporting Documentation January 5, 2012 Board Meeting

- Ensure charter implementation
- Oversee all aspects of school operation
- Support and guide in achieving the mission state
- Oversee the entire academic program
- Ensure training and motivation of all staff
- Manage the school's public relations efforts with students, parents, and the broader community
- Ensure legal compliance with laws and regulations
- Serve as an ex officio member of the Lakeview Academy Site Advisory Council
- Implement policies and procedures as approved by the Board of Trustees
- Recommend policy and procedural changes to the Board of Trustees
- Recommend changes to school faculty and support staff

A complete job description is available upon request.

Education Coordinator (EC)

The primary responsibility of the Education Coordinator is to ensure effective curriculum implementation by working with the Middle School and Elementary School Academic Groups, and grade level teams to evaluate and recommend curriculum adjustments. The EC is also responsible for training teachers and teaching assistants in a manner consistent with Lakeview Academy's charter, mission statement, philosophy and structure. The EC is responsible for monitoring and evaluating teacher instruction and, when appropriate or requested, reporting to the School Director or Board of Trustees. The EC will fill in for the administration when the Director or Assistant Director(s) is unavailable. He or she will follow all policies and procedures established by the Founding Council during the planning phase and by the Board of Trustees once the school becomes operational.

A complete job description is available upon request.

Committees

The committees established under the Founding Council during the Planning Phase may continue under the Board of Trustees at the board's discretion. Other committees may be established and changed as needed. The various committees in the school are responsible for making financial recommendation on their relevant policies or personnel items. Examples of possible committees in the operational phase are:

- Academic Committee
- Parent Volunteer Committee
- School Life Committee
- Public Relations Committee
- Financial Committee

Specific job descriptions and responsibilities for each committee are available upon request.

7. Articles of Incorporation and Bylaws

Lakeview Academy has submitted the Articles of Incorporation to the State of Utah and anticipates a certificate of Incorporation in the near future. The Articles of Incorporation and Bylaws are available upon request.

8. Admission, Dismissal and Suspension Procedures

Admission

Lakeview Academy will comply with all federal and state laws relative to admission policies, which include an open admission. Enrollment will be guaranteed to the children of the Founding Council Members. A complete list of Founding Council members will be submitted to the State Charter School Board. The number of student preferential enrollment slots shall be approximately 10% of the total student population.

After preferential enrollment, Lakeview Academy will accept applications for non-preferential or open enrollment. Applications will be accepted during an open enrollment period. If the number of applications exceeds the available slots, the Chief Administrative Officer shall hold a lottery to include all qualifying applications (completed applications received during open enrollment). Acceptance or rejection of applicants will be sent via requested method (mail, e-mail, telephone, etc.) on the application within 30 days from the last day of open enrollment.

Dismissal and Suspension

Lakeview Academy understands that there will be occasions when a student must be either suspended or dismissed from the school. All applicable state laws will be upheld in this process to include those as required under IDEA.

Lakeview Academy will establish a Discipline Review Council (DRC) to assist the Director when a student is having ongoing behavioral problems in school. This council will consist of some or all of these individuals: Lakeview Director, Assistant Director(s), one faculty member, a member of SAC and the Guidance Counselor (Secondary only).

In an effort to achieve success for the student, they will make recommendations for a behavior modification plan to be put into place. Efforts will be made to meet with the student and parents in a timely manner to resolve the situation. If a solution cannot be reached, the DRC may make recommendations to the Board of Trustees for further action to be taken.

The DRC may also be called upon to intervene in the event that an Administrative disciplinary decision is being appealed. In such a case, the DRC's process would be:

1. Determine the reason for the appeal (which will need to be clarified in writing).
2. Determine what the offense was, the student's reaction, any history related to it and any extenuating circumstances.
3. Determine the administrative action taken and the severity of the consequence.
4. Determine school policies in this matter and which, if any, of them apply.
5. Determine whether the consequence was consistent with the handbook and appropriate for the offense.
6. Make a recommendation to the parent(s) and/or administration (whichever is appropriate) in regard to their conclusions (in written form).

Parent(s) will be allowed (but not required) to be a part of the initial meeting with the DRC in order to make their reasoning known. Once they have clarified their points, the DRC will caucus to discuss the information presented. Even if choosing to make an oral presentation, the Application for Disciplinary Appeal Form will still need to be completed and submitted to the Director. (Assistance will be available through the office if requested).

Due to the nature of the positions held within the DRC, it may be necessary for the DRC to choose to have one of their members share their thoughts initially and then exit the remainder of the meeting due to conflict of interest. (This person may be substituted with another person by choice of the committee.)

Once the appeal has been filed with the school, the DRC has up to three school-days to convene and make a decision (with the intent to come together as quickly as possible.)

The discipline will continue to be carried out until the DRC is able to meet. The Director has the discretion to postpone action pending the decision of the DRC if extenuating circumstances are determined.

Once the DRB has come to a final conclusion, the parent(s) will be notified. The President of the Board of Trustees and secretary should receive a copy of any appeal to the DRC since there is a potential for it to be appealed beyond the DRC.

9. Procedures to Review Complaints of Parents

Lakeview Academy considers open communication to be essential in handling complaints regarding the operation of the school. In cases where concerns cannot be resolved directly with the parties involved or remedied through committee action, there will be a formal procedure available. The "Grievance Policy" (as described in detail in the student handbook) allows a person with a concern to choose an appropriate contact person to document the issue in detail and facilitate resolution of the issue. Examples of appropriate contacts are:

1. The Director
2. Education Coordinator
3. Committee Chairs
4. Member of Board of Trustees or Site Advisory Council

For specific details and procedures please refer to the "Grievance Policy".

Parents of students served under Section 504 or IDEA

To ensure that all aspects of the Individuals with Disabilities Educational Act are complied with in full, the following guidelines have been established:

1. The Board of Trustees will review IDEA in its entirety with the Director. Special emphasis of Section 504, relative to this requirement, will be addressed, though all issues related to IDEA will be focused on.
2. The Lakeview Academy School Director and the Education Coordinator will provide in-service training to all members of the faculty regarding the provisions of this law.
3. Specific policies will be drafted and included in our Policy Handbook to ensure compliance and implementation of necessary provisions of these laws.
4. The Director and Board of Trustees will establish a strong working relationship with the Utah State Office of Education's coordinator in Special Education. This will ensure complete familiarity with these requirements and a clear path of communication to solve any possible problems.

10. Opportunities for Parental Involvement

The active participation of parents is vital to the success of Lakeview Academy. We believe that most parents seeking a charter school understand and have a strong desire for more involvement in their child's education. In general it is expected, that our parents volunteer of their time to be actively involved in the school. We will suggest parents perform approximately four hours of school volunteer service per month and actively participate on one committee. Lakeview Academy's structure is organized so that parents may have more involvement in the school. Some of the ways parents may be involved include:

- Serving on the Lakeview Academy Site Advisory Council
- Participating on committees
- Working with the Parented Assisted Learning System (PALS)
- Helping with class activities or working as a room parent
- Assisting with Friday Activity Day to include field trips, classes, contests, and assemblies
- Share knowledge or skills with student groups as an extracurricular teacher
- Serve on the Professional Advisory Council

Parent Assisted Learning System (PALS)

This unique program trains interested Lakeview Academy parents to work in the classroom as a Teaching Assistant. All parents who work under this program will receive special training on working with students, applicable Utah state laws and confidentiality requirements

Lakeview Academy will require all parents who have close and consistent contact with students to submit to a background check.

11. Description of Plan to Secure School Insurance

| The Lakeview Academy ~~will~~may participate in the State's Risk Management program. This is reflected in our Operational Budget.

12. Agreements or Plans for Providing Extracurricular Activities

Lakeview Academy does not plan to at this time participate in extracurricular activities with the Alpine School District. We intend to provide our own activities that are consistent with the mission and philosophy of our school. Some of the intended activity categories will be:

- Sports
- Music
- Theatre
- Holiday activities
- Special interest classes

Lakeview Academy will require any parent volunteer who will have consistent contact with students to be subject to a background check

13. Qualifications of Teachers

Lakeview Academy will meet or exceed all state requirement standards for the employment of faculty. Our potential staff will be scrutinized for past performances, if applicable, and their desire to commit to Lakeview Academy's innovative school model. We will hold our faculty responsible to support the Lakeview Academy's philosophy, methods, policies and curriculum. The unique interaction of parents and teachers working together on committees is vital to the future of Lakeview. Prospective faculty will be fully informed of the program of Lakeview before being offered employment.

All staff members will possess and maintain appropriate types of Utah state licenses or be enrolled and progressing in an Alternative Route to licensing.

14. School Library Description

Lakeview Academy's library will be located in the common area of the school. The library will have approximately 1,900 square feet. Parent Volunteers and a Librarian will manage our library. It is also expected that when a class is using the library, the teacher will maintain appropriate library behavior.

Our library will be wired for the Internet with at least two computer terminals dedicated to the students of Lakeview Academy for online research. For our upper grades we will also have a comprehensive reference section that will supplement our curriculum.

Lakeview Academy will build an extensive collection of age-appropriate books with an emphasis on leveled reading. We will include a solid collection of materials that support our curriculum and may be used to explore subjects on a higher level. The library will also provide publications in current affairs.

Lakeview Academy will build its collection through start-up grants. We will also rely heavily on donations, private book grants, and fundraisers.

15. Administrative and Supervisory Services

Administrative and supervisory services will be the primary function of the Director. The Administration may also choose faculty with particular skills or experiences to assist them in improving the function of the school.

The Administration will ensure that the following are appropriately addressed: curriculum, professional development, employment issues, student discipline, management of school equipment and facilities, supervision of instruction, compliance with federal and state reporting requirements, public relations, school progress, liaison with Board of Trustees, the Site Advisory Council and the Founding Council, coordination with the Professional Advisory Council, oversee the Parent Assisted Learning System (PALS), coordination of all parent/teacher committees, school supplies, safety, coordination of curriculum with concurrent enrollment, advance placement and vocational instruction, grant writing and reporting.

These services will be addressed in detail within the Lakeview Academy Employee/Student Handbooks and will be updated as needed. The list in the above paragraph does not cover all of the services provided. Other issues may arise that require services by our Administration. In all cases the Director will work with the Board of Trustees to ensure all possible issues are addressed properly and all policies are fully implemented.

16. Fiscal Procedures

Lakeview Academy will use the State Office of Education guidelines for Budgeting, Accounting and Auditing for Utah School Districts. These guidelines will be applied in administering and reporting school revenue and expenditures. The school's financial reporting will also be in accordance with Generally Accepted Accounting Principles (GAAP), which includes Generally Accepted Governmental Auditing Standards.

The Board of Trustees will develop and adopt a budget by state required deadlines for the next school year. The board will receive input and assistance as needed from school administration and various committee chairs.

Lakeview Academy will ensure payroll functions for the school similar to those provided for other state and district employees, including the preparation of the W-2 forms, filing of taxes and any other reports that are required by state and federal law.

Purchasing will require the preparation of a purchase order, signed and approved by the Director and Board of Trustees if required. The Director will be responsible for filling out and submitting reports to the state board as set forth in the Utah Charter School Act.

Disbursements from the school's operating account will require two signatures. All disbursement from the operating account will require two signatures.

In addition, Lakeview Academy will secure the services of a respected accounting firm to perform the yearly audit.

17. Policy and Procedures Regarding Employee Termination

Lakeview Academy will require all employees to sign a wage agreement for employment. All agreements may be renewed on a yearly basis, contingent upon performance reviews and recommendations.

It is the policy of Lakeview Academy that efforts should be concentrated on assisting employees in adjusting to their positions and performance of duties rather than on disciplining employees for unsatisfactory performance or misconduct. However, when certain performance standards are not maintained formal disciplinary measures may be taken.

Lakeview Academy reserves the right to terminate an employee prior to the agreement renewal if an employee's performance is unsatisfactory or poses a threat to students or faculty. All terminations will comply with federal and state law, which will include an appeal process to the Board of Trustees, whose action shall be final.

The policy of Lakeview Academy is that employees may be terminated at will for just cause.

Employee termination will be further addressed in the employee handbook.

18. Policy and Procedures Regarding Employee Evaluation

Lakeview Academy believes that only through a combination of frequent and organized evaluations, plus spontaneous evaluations, as needed, will employees continue to grow and excel. ~~Evaluation of all employees for Lakeview Academy will be conducted on a quarterly basis.~~ These evaluations encourage individual employee growth, provide information to the Education Coordinator to use in determining curriculum needs and promote the excellent standard that Lakeview Academy will demand.

Lakeview Academy requires evaluations of all employees by the Administration ~~at least quarterly.~~ The purpose of the evaluation will be:

- To involve the employee in the evaluation process and facilitate communication and understanding of expectations of the employee.
- To increase the effectiveness of each employee and, thereby, increase the effectiveness of the school as a whole.
- To provide each employee with information about the level of his/her job performance and to identify opportunities for personal and professional growth.
- To make certain that each employee is utilizing grade-specific teams to teach curriculum and maximize student learning.
- To determine if employees are meeting the high standards of teaching that Lakeview Academy will demand. To provide additional teaching techniques, out of the box thinking and new philosophies or ideals that enhance or support the charter.
- To determine if employees are meeting the needs of individual students.
- To serve as a partial basis for promotions, salary adjustments, demotions, and termination.

After the Administration completes the evaluation, a thorough discussion of the evaluation will take place between the Administration and the employee being evaluated. The completed evaluation will be signed by the Administration and the employee and placed in the employee's personnel file. In addition, the Director will review and sign the faculty evaluation.

The Board of Trustees reserves the rights to evaluate employees at any time.

19. Policy and Procedures Regarding Employment of Relatives

Lakeview Academy may allow employment of relatives under the following provisions:

- Potential employees must disclose familial relationships prior to employment
- Relatives may not serve in a direct supervisory role over one another
- Decisions regarding hiring, termination, promotion, salary, performance evaluations or disciplinary actions may not be made by a relative

This will be further defined in our Policy Handbook.

20. Utah State Retirement System

~~Lakeview Academy will provide for a 7% 401K retirement plan. This is reflected in the annual budget.~~

A defined contribution retirement plan will be offered to designated employees depending on their role and function in the school. Contribution rates and employee eligibility will be defined by the retirement plan document, board policy and administrative procedure.

21. Waivers from State Board Rules

Lakeview Academy is not applying for a waiver from State Board rules.

22. Conversion Charter Schools

Lakeview Academy is not applying for conversion.

23. Assurances

The applicant charter school hereby assures and certifies to the State Superintendent of Public Instruction that:

A. The charter school will make provision for such fiscal control and fund accounting procedures as may be necessary to assure proper disbursement and accounting for all funds.

B. The charter school will maintain a clear, written procedure and process for auditing school finances as per the requirements of the Utah State Office of Education.

C. The charter school gives the Utah State Office of Education or the U.S. Comptroller General, through any authorized representative, the access to, and the right to examine, all records, papers, or other documents related to all funds, including the submission of reports as may be required.

D. The charter school will annually provide written evidence of liability and other appropriate insurance coverage, including a description of the levels of coverage and the relationship of these coverage to local and state agency obligations.

E. The charter school will make such reports, including reports of evaluations, in such form and containing such information as the State Superintendent of Public Instruction may reasonably require to carry out his legislative functions and to determine the extent to which funds have been effective in carrying out legislative purposes and project objectives.

F. The charter school will comply with appropriate rules, regulations, and state guidelines except as specifically waived by the Utah State Board of Education or Legislature, and effective control will be maintained over, and accountability provided, for all funds, property, and other assets. The charter school will also adequately safeguard all public property and shall assure that it is used solely for authorized purposes.

G. After settling any outstanding debt, all physical assets owned by the charter school become the property of the Utah State Board of Education upon the termination of the charter school.

H. The charter school will comply with the requirements of the Family Educational Rights and Privacy Act of 1974.

I. The charter school will not discriminate in program benefits, participation, employment, or treatment on the basis of race, color, religion or national origin, and will comply with the provisions of Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of gender.

J. The charter school assures that no otherwise qualified person shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from local, state, or federal financial assistance.

K. The charter school will not expend program funds for any education program, activity, or service related to sectarian instruction or religious worship.

L. The charter school will function under an open admission policy. If the number of students applying to enroll at any grade level exceeds the capacity of the school or of, classes, or grade levels within the school, then those to be admitted shall be chosen at random from among the applicants, within the allowable mandatory and optional preferences specified in Section 53A-1a-506, Utah Code Annotated.

M. The charter school assures that it will not conduct a program of instruction until such time as:

- (1) The requisite health and safety standards for the school building have been met according to the local fire and health department inspectors;
- (2) Adequate equipment, and materials are available; and
- (3) Conditions are adequate to provide for the economical operation of the school with an adequate learning environment.

- N. The charter school will comply with all applicable federal and state laws, rules, and regulations regarding the recruitment, screening, selection, and evaluation of all school employees.
- O. The charter school will only employ educators who hold valid Utah Professional Educator Licenses or who meet State Board requirements for alternative licensing routes or Board authorization.
- P. The charter school will employ the use of the Utah State Core Curriculum as the foundation for the instructional program for the school.
- Q. The charter school will employ the use of the Iowa Test of Basic Skills and the Utah State Core Course End-of-Level Tests in the grade levels required by U-PASS as a fundamental part of the overall assessment program for the school.
- R. The charter school assures that resources will be available and a process established to develop a Student Education Plan/Student Education Occupation Plan (SEP/SEOP) for each student.
- S. The charter school will operate with a written procedure for student suspension and dismissal, including appeal procedures.
- T. The charter school will maintain an active parent/guardian involvement process including some formal mechanism for meaningful involvement in site-based decision making.
- U. The charter school will not charge tuition or fees, except those fees allowed by law. Governing Boards will adopt allowable fees annually in an open board meeting.
- V. The charter school will operate under the provisions of the Utah Open Meeting Law and adopt bylaws in an open meeting.
- W. A copy of the charter will be supplied to interested individuals or groups on request.
- X. The charter school will submit an appropriately amended application prior to any material change affecting the purpose, administration, organization, or operation of the school.
- Y. A secondary charter school will be accredited or in the process of seeking accreditation.
- Z. The charter school will acquire and maintain nonprofit corporate status.
- AA. The charter school will follow all state procurement rules.
- BB. The charter school will maintain accurate student transcripts.

The chief administrative officer of the applicant charter school certifies that, to the best of his/her knowledge and belief, the data in this application are true and accurate, and that the applicant will comply with the assurances noted above if this application is approved. Therefore, this application for charter school status and funding is hereby submitted with the full approval and support of the governing body and chief administrative officer of the proposed charter school.

Name (type): Kristy Gordon

Title (type): Chief Administrative Officer

Signature: _____

Date: _____

Admission Procedures

Admission is not limited based upon ethnicity, national origin, religion, gender, income level, disabling condition, proficiency in the English language or athletic ability. There are no tuition or fees charged for attending Lakeview Academy Charter School except those allowed by law.

Lakeview Academy Charter School will admit all eligible pupils who submit a timely application. A charter school shall give enrollment preference to children of founding members, pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school. If, by the application deadline, the number of applications exceeds the capacity of a class, grade level, or building, all applications for that class, grade level or building will be selected for the available slots through a lottery, except that preference as allowed in law shall be given. After the application deadline, pupils for any remaining slots will be accepted in order of their lottery position. If an opening in the school occurs mid-year and no students remain from the original lottery, a notice for applications will be announced and applicants enrolled on the same basis as outlined above.

These admission procedures have been approved in legislation and by the Utah State Board of Education. If you have other administrative details of how you intend to facilitate acceptance of applicants to your school, they should not be in conflict with the language noted above.

Proof of Insurance

Lakeview Academy Charter School will provide to the Board a certificate of insurance before the first day of school in its initial year and annually thereafter.

Electronic Data Submission

Lakeview Academy Charter School will have the technology and ability to meet all of the electronic data submission requirements for charter schools.

Nonsectarian Statement

Lakeview Academy Charter School is nonsectarian in its programs, admission policies and employment practices and all other operations.

Special Education/Exceptional Student Services Training

The applicant/authorized signer for Lakeview Academy Charter School will take a one-day Special Education training class sponsored by the Utah Department of Education subsequent to signing the contract, but prior to the first day of instruction and annually thereafter.

Kristy Gordon
CAO (please print) _____ CAO's Signature _____

_____ Date

											Students (Enrollment cap)
Year 2012- 2013	75	75	75	100	100	100	100	75	75	75	850
Year 2013- 2014	100	100	100	100	100	100	100	100	75	75	950
Year 2014- 2015	1000	100	100	100	100	100	100	100	100	1000	1000

Will this expansion require a new facility or a structural addition to an existing facility?

This expansion will require a new facility or structural addition for the beginning of the 2013-2014 school year. We currently have enough space within our existing facilities to accommodate the requested 850 students for the 2012-2013 school year. If necessary we could creatively accommodate within our current building the 2014-2015 expansion. Lakeview Academy has demonstrated strong fiscal financial budget practices. The school has consistently reserved funds each fiscal year, which will enable the school to meet potential expansion needs created due to increased enrollment. The Utah State Charter School Board will be kept informed as additional detailed facility plans are available.

10. a) Summary description of charter school:

We are a science arts and technology school whose mission is to develop Capable, Confident and Contributing members of society through learning experiences that foster growth, creativity and character development. Our philosophy is education should be individualized so each student can maximize his or her learning potential. We believe in building a strong foundation on the “basics” to establish successful, lifelong learning. We feel learning should be exciting and extend beyond the classroom. We provide rich opportunities for differentiated learning, hands-on experiences and real-life applications of concepts they have learned in the classroom. This creates a greater awareness of the community and world in which they are apart.

b) How many students does the charter school serve and what grades?

We have 735 students this year but we will have a full enrollment next year of 750.
We serve grades K-9

c) Does the charter school’s grade configuration align with the local school district configuration?

Lakeview Academy’s grade configuration aligns with Alpine school district, however; West Lake High School is currently serving grades 9-12. It is believed that they will match the rest of the school district in the school year 2013-2014 when an additional middle school is built.

d) Percentage of ethnic minority students at charter school and resident district:

Lakeview Academy 8%
Alpine District: 13%

e) Percentage of economically disadvantaged students at charter school and resident district:

Lakeview Academy 22%
Alpine District: 23%

f) Percentage of special education students at charter school and resident district:

Lakeview Academy:	8%
Alpine District:	9%

g) Additional information:

Lakeview Academy's Board is committed to a governance model. We have spent countless hours over the last few years in board training and we will continue to allocated time for this training. We have developed Ends policies that reflect our mission and support our charter. These Ends policies serve are a guidepost for the board and the administration allowing us to observe and measure the success at Lakeview Academy. We believe part of our job as board members is to continually reflect on our job performance with regards to insuring the implementation of our charter.

Initially Lakeview Academy struggled with enrollment in grades 7-9. There are several different reasons for this, and we believe we are in the process of overcoming all of these challenges. Based on our projections and enrollment trends we will have a full middle school by the 2013-2014 school year. We are very confident in our reputation and the growth of the area to be able to fill Lakeview Academy to 1000 students by 2015.

11. What makes this school unique or needed?

In a fast growing area, we offer a unique additional educational choice. Our lower student/teacher ratio in our classrooms along with an aide in every elementary classroom provides greater opportunities for individualized and differentiated learning to occur.

Our highly skilled teachers are a large part of what makes our school unique. Their innovative teaching methods reach all types of learners through creative hands-on projects, small group activities, family events, and special presentations. Teachers incorporate technology in the everyday classroom, focusing on science and providing an opportunity for all students to participate in and appreciate the arts. The position of an Educational Coordinator at both the Elementary and Middle school level provides a unique support system to our teachers to assist them in fine tuning and trouble shooting a variety of areas from curriculum development, classroom management, and development of individual student education plans.

Lakeview Academy has developed a Parent Assisted d Learning Program (PALS). The purpose and vision of the PALS program at Lakeview Academy is to enable parents to take an active role in the education of their children. As PALS volunteers are integrated into our learning community students will see that gaining education and learning is a life-long journey. As parents share in the learning experience they feel a greater investment in our school and their child's education.

Our student centered approach to education allows for sensory, experiential and expeditionary learning through our Enhancement days and activities that are intergraded throughout the curriculum. Student driven portfolios, project collaboration, and students empowered to showcase their work through a variety of "Show What you Know" evenings. We also believe that service learning allows for our students to become capable, confident and contributing members of society.

12. Is the schools' curriculum fully aligned with the Utah Common Core? If not, in what areas does the school deviate from the Core? Yes

13. How does the school address the needs of students with disabilities who need Special Education services?

Lakeview Academy Charter School, in providing for the education of students with disabilities has developed and implemented a program that is constant with Federal Law, Utah Statute, and Utah State Board of Education rules.

14. Provide a copy of current approved school year budget and next year's projected budget using same format as required AFR budget (Attachment 4).
15. Provide a copy of most recent AYP and UPASS state academic information (Attachment 5). You may attach additional academic information if desired.
16. Who performs the financial accounting for the school (by name) and what are his/her credentials for accounting? (Attach resume – Attachment 6)
17. Provide the name and title of district personnel to whom you provided a copy of your entire amendment request, as well as the date of contact.

Alpine School District James Hansen, _____ January 6, 2012

Charter School Board Representative Signature

Date

Charter School Principal/Director

Date

Attachment 1

Founders of Lakeview Academy

Members

Robin Allred	Emily Anderson	Teresa Bird	Lisa Boucher
Nicole Bullock	Nikki Carpenter	Rachael Cochran	Janette Crump
Liz Dalley	Mandee Dean	Mark Devlin	Andrea Dinublio
Karen Eggett	Tamara Follett	Andrea Fong	Shauna Freebairn
Kristy Gordon	Heidi Gray	Michael Grooms	Karyn Gustafson
Alicia Howard	Lu Hilmo	Mike Hilmo	Sara Hilmo
Nathan Holmes	Joylin Lincoln	Diane Maxwell	Mat Maxwell
Sara McKee	Sharon Monday	Lisa Morris	Stacey Myers
Gary Petersen	Kristen Poduska	Bridget Powell	Shauna Powell
Brian Ricks	Monica Sanborn	Lisa Smith	Melinda Smith
Tina Smith	Brooke Stockman	Angie Taylor	April Thompson
Becky Thompson	Rebecca Thompson	Tami Vincent	Marci Williams

Attachment 2

Current duly elected or appointed governing board members of the school

Tina Smith, Saratoga Springs, Utah President/CAO
Appointed January 25, 2008 – May 31, 2012

Julie Anderegg, Lehi, Utah Vice President
Appointed August 4, 2011 – May 31, 2015

Cory Thorson, Lehi, Utah Financial Officer
Appointed October 2, 2008 – May 31, 2013

Joylin Lincoln, Saratoga Springs, Utah Secretary
Appointed May 17 2006 -Indefinite term

Alan Daniels, Lehi, Saratoga Springs, Utah Board Member
Elected May 8, 2008-May 31, 2010
Appointed May 6, 2010- May 31, 2014

Justin Turner, Lehi, Saratoga Springs, Utah Board Member
Elected September 2, 2010 – May 31, 2012

Attachment 3:

Amended Charter

Attachment 4:

Provide a copy of current approved school year budget and next year's projected budget using same format as required AFR budget (Attachment 4).

Attachment 5

Provide a copy of most recent AYP and UPASS state academic information (Attachment 5). You may attach additional academic information if desired.

Attachment 6:

Mandee Black Resume



Proposal Title: Concussion and Head Injury Policy
Submitted by: Richard Veasey
Sponsoring Administrator: Richard Veasey

Proposal Abstract/details:

This policy is to meet compliance expectations of the State. It is designed to protect students who may have suffered head trauma. It also provides for training of personnel who work with students who may be at risk for such an injury. Lastly, it defines how students who suffered a concussion will be treated before returning to regular activity.

Please provide information to the following questions:

- 1) **Proposal supports the charter by..?(Please site reference page)**
Insuring we are compliant with State law.
- 2) **Proposal supports ends policy**
 - a. **Global Ends Policy**
 - b. **Language Arts and Mathematics Ends Policy**
 - c. **Science, Arts, and Technology Ends Policy**
 - d. **Enrollment Ends Policy**
 - e. **Parent Satisfaction Ends Policy**

It supports this ends policy by...

This policy is a required policy by law. We will be in compliance with an approval of this policy or one similar.

- 3) **Are funds being requested? If so how much and from what budget category?**
No
- 4) **Does this replace a current program or policy? If so, please attach a redline version of requested changes.**
No
- 5) **If a new program/policy, please attach the policy or program proposal.**
- 6) **Please attach any other options that may be considered.**
- 7) **Please attach any relevant information and all supporting documentation**



Policy Type: Required Policy
Policy Title: Head Injury and Concussion Policy
Effect Date: _____

Head Injury and Concussion Policy

In compliance with Utah State Board of Education Rule R277-614 Lakeview Academy has established this *Head Injury and Concussion Policy* to provide education about concussion for coaches, school personnel, parents, and students. This policy outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion.

LVA seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

Administration, Physical Education Specialists and/or School Committees shall review this protocol annually. Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related concussions are discussed.

Recognition of Concussion

What is a concussion? A concussion is type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a player or student in an activity is not knocked out or loses consciousness. (NFHS "Suggested Guidelines for Management of Concussion in Sports.")

Common signs and symptoms of sports-related concussion

Signs (observed by others):

- ☑ Student appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

Symptoms (reported by student):

- Headache

- Fatigue
- Nausea or vomiting

Certification

The undersigned officers and or directors of Lakeview Academy certify that this Head Injury and Concussion Policy was duly adopted as of January 5, 2012.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____

- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest, game, or practice and shall not return to play until cleared by an appropriate health care professional.

Management and Referral Guidelines for All Staff

1. The following situations indicate a medical emergency and require activation of the Emergency Medical System:

- Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
- Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
- A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
 - Deterioration of neurological function
 - Decreasing level of consciousness
 - Decrease or irregularity in respirations
 - Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 - Seizure activity

2. A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student’s primary care provider, or seek care at the nearest emergency department, on the day of the injury.

Guidelines and Procedures for Coaches and Teachers Supervising Contests and Games:

RECOGNIZE • REMOVE • REFER

Recognize concussion

- All educators and agents of the LVA should become familiar with the signs and symptoms of concussion that are described above.
- Educators and agents of LVA shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees’ responsibilities for supervising students and athletes.

Remove from activity

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by an appropriate health care professional.

When in doubt, sit ‘em out!

Refer the athlete/student for medical evaluation

- The agent of LVA is responsible for notifying the student’s parent(s) of the injury.

- a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport. (see Section II).
- b. A medical evaluation is required before returning to play.
- 2. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to MD):
 - a. The LVA agent should insure that the student will be with a responsible individual, who is capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.
 - b. The LVA agent should continue efforts to reach a parent.
 - c. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A LVA agent should accompany the student and remain with the student until a parent arrives.
 - d. The LVA agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.

Students with suspected head injuries should not be permitted to drive home.

- 3. LVA agents should seek assistance from the host site certified athletic trainer (ATC) or team physician, if available, at an away contest if the injury occurs at a formal athletic contest.

Return to Play (RTP) Procedures After Concussion

- 1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
 - a. Asymptomatic at rest and with exertion (including mental exertion in school) AND
 - b. have written clearance from the student's primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).
- 2. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by an LVAagent. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).
- 3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
- 4. Stepwise progression as described below:

Step 1. Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2. Return to school full-time.

Step 3. Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight lifting.

Step 4. Running in the gym or on the field. No helmet or other equipment.

Step 5. Non-contact training drills in full equipment. Weight training can begin.

Step 6. Full contact practice or training.

Step 7. Play in game. Must be cleared by physician before returning to play.

The student should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, student must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.

Potential Problem Areas

While current Utah law designates that a student may be returned to play by “an appropriate health care provider”, LVA may limit the credentials from which it will accept clearance in its sole discretion. Generally, students will be required to provide a note from his/her health care provider before being allowed to return to play. This is a very important decision and will be made after careful consideration by the athletic director, principal, superintendent, teacher (elementary), and parent(s). The school's liability carrier may also be consulted.

LVA administration will not allow students clearly having concussion symptoms to return to play even if given clearance by a health care provider.



Proposal Title: Pride land Day Dress Code
Submitted by: Richard Veasey
Sponsoring Administrator: Richard Veasey

Proposal Abstract/details:

This is a policy to address dress code on Friday's at LVA. It proposed that on Friday's student be allowed to wear regularly approved dress code or they may elect to wear jeans meeting specified standards with regularly approved top or LVA spirit or LVA club shirt.

Please provide information to the following questions:

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

This policy change attempts to increase the awareness of our schools clubs and programs. We also want to publicize our school in the community and these shirts help accomplish this secondary goal.

9) Proposal supports ends policy

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

It supports this ends policy by...

The additional exposure in the community will help meet growing enrollment needs. We also will help address the request of families to have some way for our students to be recognized for the talents they develop at LVA.

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

Initial funds will be required to have a School shirt designed and produced, but this cost will be recovered when we sell shirts to students each year. Shirts will be sold with a low profit margin to encourage more sales and is not intended to be a fundraiser for the school.

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

No, but is an additional section to the bottom of the current dress code.

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

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

14) Please attach any relevant information and all supporting documentation

Current Dress Code policy would remain intact. The section below would be added:

Pride Land Days: Pride Land Days will be each Friday during the school year. On these days students may choose to vary their dress code. **Bottoms:** Students may wear approved bottoms listed above or denim jeans. The jeans must be free from rips or tears even if the fabric is intended that way. The jeans must fit properly (not too loose or too tight) and be non-distracting. **Tops:** Students may wear approved tops as listed above or an approved Lakeview Academy Pride Land shirt or club/program shirt. These shirts will be previously approved by administration and will meet specific quality and modesty standards. Only shirts that have been approved will be allowed to be worn.

All other dress code standards that are not specifically addressed in this section will be applied as listed above.



Policy Type: Required Policy
 Policy Title: Dress Code Policy
Effective Date:

The purpose of a standardized dress policy at Lakeview Academy is to promote a strong sense of *Belonging*, a strong *Educational Focus*, and increased *Safety* for the students and staff.

General Standards for all Students

The dress code must be followed at all times when the student is at school, including field trips. Gym clothes will be required for middle school athletic activities, including P.E. classes. Modified dress code days will be announced by the Director.

Students must present a modest, clean, and neat appearance at all times. All clothing must be clean, in good condition, appropriately sized, and worn correctly. Any gang affiliated clothing articles are prohibited.

Accessories

Jewelry, makeup, and hair accessories should be appropriate for wear at school and not a distraction. No hats, head covering or sunglasses may be worn in the building except on "Spirit Day" as outlined by the administration.

Hair

Hair must be kept neat and be appropriate for school. Irregular coloring of hair or distracting hair styles are inappropriate.

Outerwear

Outerwear that is worn for warmth to and from school and at outside recess is not considered a uniform item. Any sweater or light jackets worn inside the classroom must be consistent with school uniform colors. Snow boots must be changed into school approved shoes while inside the building.

Clothing Item	Styles	Colors
Tops	Shirts/Blouse with collar, Polo, or dress shirt. Sleeve length may be short, Elbow length, or long sleeves (no caps)	Grades K-6 Solid navy, white, pink or light blue. Grades 7-9 Any solid color EXCEPT navy, light blue, pink or white. (The Board of Trustees reserves the right to narrow the color choices in future years.)

Guidelines: Shirts must be collared, non-transparent fabric; no logos except the board approved school logo, and must be of contrasting color from bottom clothing. Shirts must be buttoned within 3 inches of collar seam and be long enough so that no bare skin at the midriff is showing when standing, bending, sitting or raising of arm (If a shirt does not meet these requirements an undershirt must be worn underneath during cold weather a long sleeve layering shirt may be worn underneath a uniform shirt.) All shirts with rounded bottoms must be tucked in.

Jackets in the Classroom	Cardigans, vests, sweaters, fleece jackets, pullover sweaters, or a light zippered jacket with or without a hood.	Grades K-6 Solid navy white, pink, or light blue. Grades 7-9 Any solid color EXCEPT blue, pink or white.
--------------------------	---	---

Guidelines: Sweaters may have v-necks or round necklines and not have any logos except the board approved school logo. Knit sweaters and zippered jackets may have a hood. Pull over hoodies are not acceptable. Coats may not be

Formatted: Space Before: 0 pt, After: 0 pt, Position: Horizontal: Left, Relative to: Column, Vertical: In line, Relative to: Margin, Horizontal: 0", Wrap Around

worn in the classroom.		
Pants	Long (Dress casual style. No spandex, knit, excessively baggy or cargo style pants allowed.)	Solid navy, black or tan khaki
Guidelines: No excessive flare at the hem. Pants must sit at the natural waistline and not show underwear.		
Skirts, Skorts, and Jumpers	No shorter than 2 inches above the knee	Solid navy, black, tan khaki or approved **plaid
Guidelines: Skirts, and jumpers must be worn with tights, leggings, or shorts underneath.		
Shorts and Capris	No shorter than 2 inches above the knee (Dress casual style. No spandex, knit or cargo style shorts or capris allowed.)	Solid navy, black, or tan khaki or approved plaid
Guidelines: No excessive flare at the hem. Shorts and capris must sit at the natural waistline and not show underwear.		
Belts and Ties	Conservative style belts must have a permanently attached belt buckle	Black, brown, navy, or approved plaid
Guidelines: Belts should be worn on all pants and shorts with belt loops when the shirt is tucked in.		
Shoes	Enclosed shoes only: conservative or athletic style	Predominately navy, black, brown or white
Guidelines: Heels or soles may not be higher than 2 inches. No shoes with lights, wheels, or characters.		
Socks, Legginins, Tights, and Nylons	Ankle, mid-calf or knee length socks; opaque "non-transparent" tights or cable knit tights. Nylon stockings acceptable only for middle school students.	Solid navy, black, brown, or white
Guidelines: Socks, tights, or nylons must be worn at all times.		

Pride Land Days:

Pride land Days will be each Friday during the school year.

●Bottoms: Students may wear approved pants, skirts, skorts, jumpers, shorts, and capris, and denim jeans. The jeans must be free from rips or tears even if the fabric is intended that way. The jeans must fit properly (not too loose or too tight), be non-distracting and follow pants guidelines.

●Tops: Students may wear approved tops as listed above, an approved Lakeview Academy Pride Land T-shirt or Lakeview Academy club/program shirt. These shirts will be previously approved by administration and will meet specific quality and modesty standards. Only shirts that have been approved will be allowed to be worn.

Dress Down Days are at the discretion of the school Director. All clothing which meets the following criteria is acceptable for dress down day.

- No displaying of colors or symbols associated with gangs or deviant groups.
- No bare midriffs or bare shoulders & must not show any cleavage

Formatted: Left, Indent: Left: 0.5"

Formatted: Indent: Left: 0.5"

Formatted: Left, Indent: Left: 0.5"

Formatted: Font: Not Bold

- All bottoms must be no shorter than 2 inches above the knee
- No displaying of any undergarments even through mesh or sheer fabric
- Clothing must be free from rips or tears even if the fabric is intended that way

Middle School PE Clothes

- Shorts or sweats must predominately blue with no logos except the board approved school logo.
- Shoes must be athletic style with non-marking soles
- T-shirts must be grey with no logos except the board approved school logo.

~~The dress code is adopted by the Board of Trustees and is reviewed on a yearly basis at the May Board meeting. Any person wishing to submit ideas for alterations to the current dress code will need to submit a written proposal to bot@lakeview-academy.com by April 15th.~~

**The Plaid can be obtained from the following venders
 Lands End Classic: Navy Plaid
 French Toast: Blue Gold Plaid
 Schooluniforms.com- Plaid #57
 Customschooluniforms.com- #57
 Xpressions school uniforms – plaid #57
~~664 West State Road #C, Pleasant Grove Utah~~

Certification

The Undersigned officers and or directors of Lakeview Academy certify that this standardized dress code policy was duly adopted as of ~~May 5, 2011~~ January 5, 2012 and replaces all previous standardized dress code policies and PE uniform policies.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____

