

Lakeview Academy Board of Trustees Agenda Packet for April 5, 2012



Agenda

Lakeview Academy Board of Trustees
Meeting

April 5, 2012

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)



SECTION 1 AGENDA

- I. Welcome 6:00
- II. Roll Call
- III. Work Session
 - 1. Expansion Project
- IV. Welcome to General session 7:00
- V. Pledge of Allegiance
- VI. Reports 7:05
 - 1. Director Reports
 - 2. Board Reports
 - a. Legislative Update
 - 3. Financial Reports
 - a. Financial Report, Account Reconciliation Report, Balance Sheet Report, Cash Flow Report, Check Register Report
- VII. Charter Training 7:25
 - 1. Methods of Instruction

- VIII. Consent Agenda 7:40
 - 1. February Financials
 - 2. October 6, 2011 minutes
 - 3. November 3, 2011 minutes
 - 4. March 1, 2012 minutes
 - 5. Compensation Agreement: Teacher
 - 6. Compensation Agreement: School Director
 - 7. Compensation Agreement: Staff Exempt
 - 8. Compensation Agreement: Non-Exempt Hourly
 - 7. Century Link Grant
- IX. Policy Review 7:43
 - How does this policy support the charter, global policies, state law, and governance? Is it effective? How do we know it is effective (direct inspection, data, audit)? Do we need to make any changes?
 - 1. Computer Acceptable Use Policy
 - 2. Harassment Policy
 - 3. Cost of Governance

X. Public comment not related to items on the agenda, each comment is limited to two minutes. 8:00

XI. Action Items 8:15

1. New Middle School Classes (Debate, Food Exploration, Guitar 1, Guitar 2, Musical Theatre-Dance, Musical Theatre – Music, Musical Theatre- theatre)

2. Expansion Project

3. Benefits and Leave Policy

4. Purchase Policy

XII. Board Business/Strategic Planning 9:00

1. Working with Homeschooling Families

2. Governance training 9:15

a. Dirty Walls

b. Accountability for Governance Training

3. Board Evaluation 9:30

4. Summer Training 9:43

5. A motion to enter a closed session for the purpose of discussion of litigation matters, acquisition of real property, or authorized personal issues. 9:55

6. Action if any from closed session

XIII. Adjourn

10:30

SECTION 2 PUBLIC COMMENT AND PATTERN OF
FORMALITY GUIDELINES

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."

Reports

This section of the board meeting is designed to allow the board to fulfill its purpose of insuring that Lakeview Academy achieves what it should according to charter and avoids unacceptable actions and situations.



SECTION 1 DIRECTOR'S 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. Our 9th grade teachers are building with students their portfolios which are a fine example of how they leave LVA more capable, confident and contributing.

b) Language Arts and Mathematics Ends Policy

March has been a busy month for us and our PLCs. Each PLC has reviewed plans for next year and has developed budget proposals for the curriculum and supplies they need. Teachers are making final lesson plans to target specific areas of high need before CRT testing.

c) Science, Arts, and Technology Ends policy

Similar to section b. Budgets are being prepared and lessons are targeting areas of high need.

Our musical express and drama performances are being prepared. We have some wonderful art work on display throughout the school from our Art department.

d) Enrollment Ends Policy

GRADE	CURRENT ENROLLMENT	SIBLING WAIT-LIST	SPOTS OFFERED	WITHDRAWN	REASON FOR WITHDRAW
K	74	0	0	1	moved to Price
1	75	7	0		
2	75	6	0		
3	99	0	0		
4	95	0	0		
5	100	0	0		
6	72	0	0	1	moved to Kayseville
7	58	0	0		
8	44	0	0		
9	21	0	0		

LVA has been receiving application packets from families who were selected in the lottery. We are scheduled a Jr. High program night for our upcoming 7th graders and other Jr. High students. This night is to showcase our program and encourage students to participate with us. We know this is a big decision for students and want them to have all the info to make the best decision for them. We also want to answer parent's questions about curriculum and class selection.

e) Parent Satisfaction Ends Policy

Our climate survey was administered and we have mailed in the forms. We will be receiving the results in a few weeks. I continue to meet with families as needed to resolve any concerns and feel that our parents are encouraged by the year we have had. I have also taken opportunity to give some guided tours to interested families and have found it a great pleasure to discuss all the terrific work that happens in these walls.

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

a) Business/finance/IT – There are not updates for this section.

b) Facilities – We continue to improve how the campus is cared for and kept clean. There have been no major repairs this month. We do have some temperamental thermostats and will need to do some work on them soon.

c) Special Education, Business reports, Accreditation –

Are accreditation visit is happening in April. Our team finalized our self-study, created the booklet and mailed them to the visiting team members. I have been in contact with Spencer Hansen who will chair the team visit.

d) Staff updates – No updates at this time.

3. Toot your Horn!

a) Our expansion committee has prepared and submitted a proposal for the board by its deadline.

b) We have nearly completed next year's schedule and will likely be finished by the time of the board meeting. This is huge.

c) Spirit Day T-shirts are here and will be exciting to see around school and out in the community.



President's Report

Tina Smith

This month I have attended the Expansion Committee meetings and have been impressed by their hard work and insight into the various elements and aspects of the proposals they are presenting to the board. I continue to attend state meetings, assist the business manager and board treasurer with financial matters, work with board members on governance training and Mr. Veasey on strategic planning items. My favorite part has been going into the school to observe the various activities and fabulous academic elements that are consistently going on in the school. Seeing the charter being implemented first hand is a great experience for me and makes all the other administrative things I do worth every second!



Vice President

Julie Anderegg

I attended the 6th grade assembly and have been involved with the Expansion Committee. I also attended the k-2 music

concert. I also am preparing for our Accreditation visit. I continue to be impressed with all the great things going on at Lakeview.

Treasurer

Cory Thorson



This month I met with the Director and the Business Manager to review an initial plan for budget next year.

I also submitted proposed changes to the purchasing policy.

Secretary

Joylin Lincoln



This month is a birthday month of sorts for Lakeview Academy. On March 15, 2005 the very first Lakeview Board Meetings was held. On this birthday I would like to take a few minutes to thank all of the wonderful board members that have served Lakeview Academy during the last 7 years. There have been 21 such board members during this time. They have served countless hours, too many to be counted but many times more hours than a full time job.

During this time many miracles at Lakeview Academy have been witnessed. I personally will never forget a week in August of 2006 when the board desperately searched for a place for us to start school in; when the search appeared to be a loss we were able at the last minute to secure Open Court as a temporary solution. All though setting up and taking down school every day was not ideal it allowed for us to begin school. We have come a long way since that temporary school and I am very excited that the work to expand Lakeview Academy has begun.

So today I say thank you board members who have served countless hours. Thank you for the family dinners you have missed, for the bedtime stories that were postponed, for the enormous cell phone bills, for the days when dinner for your kids came from a drive through, for the miles put on your vehicles attending trainings, for the vacation days given up to attend conferences, and most importantly for your smile. It has been an honor to serve with you and to see the vision created 7 years ago to become a reality.

Board Member

Alan Daniels

Over the course of the last couple month, I did the following:



- Attended various school activities
- Completed a section of on-line charter training from the state
- Attended a training related to hiring practices
- Wrote a newsletter article on behalf of the board



Board Member

Justin Turner

I have been given the responsibility of conducting monthly governance trainings to the Board in our Board meetings. In preparing for my first training, in April, I have been provided with Dr. Bryan Lee Carpenter's training called Board Wise. This program was purchased by the State and made available to Charter Schools at no cost. The information illustrates how to manage the intersection of governance and management.

SECTION 3 LEGISLATIVE UPDATE



UTAH ASSOCIATION OF PUBLIC CHARTER SCHOOLS

Dear Tina,

The legislative session is finally over. Thank you for your support and the opportunity to represent you. Charter schools had a fantastic legislative session and we wanted to take the opportunity to share some of the victories with you.

I have included with this letter a highlight of the bills we initiated and worked on during the session as well as a document prepared by the Legislative Office of Fiscal Analyst. In addition, we will have Todd Hauber, Deputy Superintendent for Finances, join us at an upcoming member meeting to discuss the financial impacts of the legislative session on your schools.

I want to highlight SB 152 by Senator John Valentine and Representative Derek Brown. It will significantly help keep money in the classroom for charter schools. The bill provides the state's backing when a school goes to bond for its building. We are actively working on the rules and structure for this program in order to allow as many schools as possible to qualify.

Thank you for being a part of the Utah Association of Public Charter Schools. You are part of a movement that is playing a significant role in educating children. Our accomplishments at the legislature are a *direct result of the work you do at your school*. Thank you!!

We have been actively working on our 6th Annual Conference. The conference will be held at the South Towne Expo Center on June 12-13. We are bringing in experts from across the nation to share their best practices. We hope you will join us for two full days of professional development, best practices, and fun.

Thank you for the energy and time you put into your schools, students, and teachers. *You are making a difference.*

Please don't hesitate to call me on my personal cell phone anytime (801) 680-8141.

Chris Bleak



President

Promoting and supporting quality charter schools

PO Box 2583 Salt Lake City, UT 84110 Office: (801) 960-2583 Fax: (801) 657-4712 www.utahcharters.org

2012 Legislative Session Overview

SB 152 – Charter School Financing – Bill Sponsors: Senator John Valentine (Orem/Pleasant Grove/American Fork) and Representative Derek Brown (Sandy) (passed)

- Gives qualified charter schools the State's credit backing when a school goes to bond for their building. This bill will allow us to keep millions of dollars in our State and in our schools.
- SB 152 will decrease interest rate and financing costs and require charter schools to get an investment grade rating before they can qualify.
- Creates a state debt reserve fund that charter schools will pay into when they bond so that the State has a fund to turn to in case of an emergency. The bill deposited \$3 million dollars into this fund.

HB 397 – Charter School Start Up Grants – Bill Sponsor: Representative Brad Dee (South Weber County) and Senator Howard Stephenson (South Salt Lake County) (passed)

- The Legislature appropriated \$2.5 million dollars to charter school start up grants. Some of this money will be used by the State Charter Office to oversee charter school compliance and begin a mentoring program.

HB 84 – Teacher Licensing – Bill Sponsor: Representative Greg Hughes (Draper) (State Board Rule)

- The State Board of Education has started the rule making process to alter rules regarding teacher licensing.

HB 500 – Education Reporting Efficiency Amendments – Bill Sponsor: Representative Ryan Wilcox (Ogden) and Senator Aaron Osmond (South Jordan) (passed)

- Mounting paperwork, reporting requirements, and mandated demonstration of compliance to a growing number of regulations and rules is taking up the valuable time of Utah charter school administrators more than ever before.

- Directs the State Board of Education, in consultation with representatives of districts and charter schools to determine how to modify or eliminate reporting requirements.

HB 507 – Charter School Allocations Measured By Property Tax – Bill Sponsor: Representative John Dougall (Alpine/Highland) (Interim Study)

- Leased charter school facilities pay property tax which removes precious education dollars from the classroom and redistributes it to other governmental entities.

HB 441 – Charter School Enrollment Amendments – Bill Sponsor: Representative Daniel McCay (Riverton) and Senator Stuart Adams (Layton) (passed)

- Allows charters whose mission is focused on refugee populations to give enrollment preferences.

SB 261- Charter School Revisions – Bill Sponsor: Senator Stuart Adams (Farmington, Kaysville) and Representative Greg Hughes (Draper) (passed)

- Changes the funding prioritization for charter school from the state charter board to the state school board
- Increases the amount an institution of higher education can charge to charter a oversee the school

SB 178 – Statewide Online Education Program Amendments – Bill Sponsor: Senator Howard Stephenson (South Salt Lake County) and Representative Brad Daw (Orem) (passed)

- Significant changes to the Statewide Online Program including a new cost structure and the ability to negotiate on price, IEP students, removing the advertising requirement, 20 days to withdraw from online course, declaration of intent to participate, continues Electronic High School.

SB 213 – Charter School Enrollment – Bill Sponsor: Senator Howard Stephenson (South Salt Lake County) and Representative Brad Daw (Orem) (passed)

- Provides an enrollment accommodation for charters at their enrollment cap based on their student's participation in the Statewide Online Education Program (.25 times the number of students participating).

HB 398 – Allocation of School Trust Land Funds – Bill Sponsor: Representative Christopher Herrod (Provo) (failed)

- Changes the allocation of state trust land fund for charter schools to be 1/7 of what a district receives

Public Education

Appropriations Summary & Budget Highlights

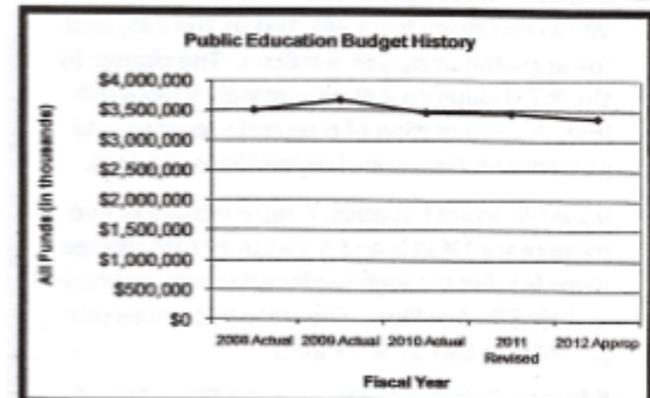
Budget Summary

Appropriations made as part of the state's public education budget provide the majority of operating revenues to Utah's 41 school districts and 80 charter schools. These local education agencies (LEAs) receive funding through the Minimum School Program and the School Building Program. The budget also includes various statewide support agencies. The "Total Budget" box shows a short history of the education budget. State funds are indicated in italics.

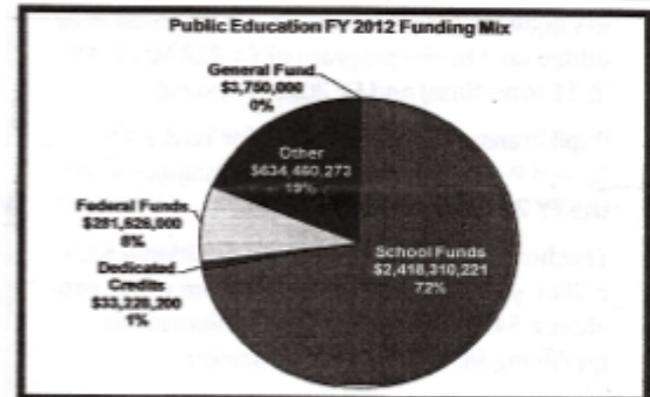
Total Budget	
FY 2010 Actual	\$3,461,990,156
<i>State Funds</i>	<i>\$2,293,037,886</i>
FY 2011 Revised	\$3,451,515,431
<i>State Funds</i>	<i>\$2,336,560,886</i>
FY 2012 Appropriated	\$3,371,374,694
<i>State Funds</i>	<i>\$2,422,060,221</i>
Percent Change FY10/FY11 Rev	-0.3%
<i>State Fund Increase/(Decrease)</i>	<i>1.9%</i>
Percent Change FY11 Rev/FY12	-2.3%
<i>State Fund Increase/(Decrease)</i>	<i>3.7%</i>

Fall 2011 enrollment projections indicate that 591,089 students will enroll in the LEAs, an increase of 14,754 or 2.6 percent over fall 2010. Approximately \$8,597 of this growth will occur in school districts and the remaining 6,157 in charter schools.

The line chart shows the total education budget over the past 5 years. Since FY 2009, the budget declined as a result of state-fund reductions made to balance the state's budget. The decrease in total funding from FY 2011 to FY 2012 is a result of non-state fund changes. Although it appears state funds increase by \$85.5 million from FY 2011 to FY 2012, a one-time Education Fund reduction in FY 2011 of \$50 million enhances this difference. This reduction was due to an education revenue deficit in FY 10.



Finally, the pie chart details the major revenue sources used in the budget. State funds make up the largest source (General Fund, Education Fund, Uniform School Fund) at 72 percent. Remaining revenues come from Other funds (primarily local property tax revenue), federal funds, and dedicated credits. LEAs generate additional revenue, through property taxes, to supplement the state program.



Members of the Joint Appropriations Subcommittee

Senators	Representatives	Staff
D. Chris Butters, Co-Chair	Merlynn Newbold, Co-Chair	Stephen G. Handy
J. Stuart Adams	Kenneth W. Sumsion, Vice-Chair	Ken Ivory
Lyle W. Hillyard	LaVar Christensen	Carol Spackman Moss
Mark B. Madsen	Tim M. Cosgrove	Jim Nielson
Karen W. Morgan	Steve Ellason	Marie H. Poulson
Howard A. Stephenson	Francis D. Gibson	Bill Wright
Daniel W. Thatcher		Ben Leishman

March 23, 2011



JONATHAN C. BALL
DIRECTOR

Major Funding Initiatives

By using an estimated \$51.3 million (\$31.3 million ongoing & \$20 million one-time) and internal budget reallocations, the Legislature funded the following changes in the education budget:

Minimum School Program

- **WPU Value:** The value of the Weighted Pupil Unit increased from \$2,577 to \$2,816, an increase of \$239. The WPU value for the Special Education Add-on and the Career & Technology Education Add-on programs remains at \$2,577.
- **Basic School Program:** The total number of WPUs increased from 745,100 to 764,725, costing approximately \$44.3 million. The change in the WPU value cost approximately \$166.8 million. A combination of new state revenue and program reallocations funded these changes.
- **Voted & Board Leeways:** Program impacts due to increased WPUs and a statutory rate change were funded through reallocation with approximately \$23.4 million. The state guarantee rate per WPU is \$27.17 in FY 2012.
- **Educator Salary Adjustments:** Additional teachers qualifying for the adjustments resulted in an added cost to the program of \$1,728,500 in FY 2011 (one-time) and FY 2012 (ongoing).
- **Pupil Transportation:** Funding for To & From School Pupil Transportation was maintained at the FY 2011 appropriated level.
- **Teacher Salary Supplement:** An additional \$1.3 million was allocated to the program which provides a \$4,100 annual salary supplement to qualifying Math & Science educators.
- **Teacher Supplies & Materials:** Legislators appropriated \$5 million one-time to help reimburse teachers for out-of-pocket expenditures on classroom supplies and materials.

- **Pilot Assessment:** Expanded the state's pilot assessment program with \$1 million one-time for pilot projects in large school districts.

School Building Program

- Legislators reduced the School Building Program by (\$100,000) one-time in FY 2012, from \$14.5 million to \$14.4 million to fund an accessible playground at the Salt Lake City Campus of the Utah Schools for the Deaf and the Blind.

Education Agencies

- **Fine Arts Outreach & Science Outreach:** The Legislature appropriated \$213,200 for Fine Arts Outreach and \$304,500 for Science Outreach. These increases bring the total state fund budgets for the programs to \$3 million and \$2 million respectively.
- **Carson Smith Special Needs Scholarships:** An additional \$538,200 in General Fund was provided to provide additional scholarships.
- **Utah State Office of Education:** The Legislature funded the following programs within the main USOE & USOE-Initiative Programs line-items:
 - Utah Common Core: \$2 million one-time
 - 6th Grade Math Assessment: \$750,000 one-time
 - SB 59, *School Grading System*: \$40,800 ongoing and \$377,500 one-time
 - HB 302, *Reading Program Amendments*: \$3 million ongoing, offset one-time by (\$1,250,000) for a net funding of \$1,750,000 in FY 2012.
 - ELL Software Licenses: \$300,000
 - UPSTART Early Childhood Learning: \$176,400 one-time
 - SB 65, *Statewide Online Education Program*: \$250,000
 - Regional Service Centers: maintained funding at FY 2011 level of \$1.4 million

Office of the Legislative Fiscal Analyst
State Capitol Complex, House Building Suite W310
Salt Lake City, Utah 84114

Phone: 801-538-1034 Fax: 801-538-1692 Publications: <http://le.utah.gov/asp/lfa/lfareports.asp>

Note: All figures represented in this summary are preliminary. Final appropriation figures, including gubernatorial vetoes, will be reflected in the 2011-2012 Appropriations Report. A comprehensive list of budget actions is available upon request.

The Board of Trustees Would like to Congratulate the following students for placing at the Central Utah Science and Engineering Fair



Caroline Cochran, 6th grade

Caroline Cochran is a 1st place winner in the category of Physical Science: Physics with her project “The Power of Helium”. Her experiment included a test on helium to find how many balloons it would take to lift an F-150 truck. She concluded that it takes 586,685 balloons. She describes the process as “a fun way to explore science and a

great learning experience. I really felt like I accomplished something.”

Bryanna Hammond, 6th grade

Bryanna Hammond, 6th grade, is a 3rd place winner in the category of Physical Science: Chemistry with her project “Water: To Drink It Or Not”. She tested water samples from several areas in Utah County. More specifically, she tested the pH, alkalinity, hardness, and chlorine, iron, copper, nitrate, and nitrite contents.

She explains that these chemicals have the potential to harm people by causing cancer and harmful diseases. She concludes that Spanish Fork’s wa-

ter is the best to drink. She describes the experience as “exciting and one of the best experiences of my life so far. I love science. Chemistry is the best subject!”



Alessandra Baker, 7th grade

Alessandra Baker is a 1st place winner in Mathematics for her project “Are you Smarter Than a 7th Grader. Alessandra wanted to understand adults ability to retain basic algebraic concepts expected of 7th grade students.



SECTION 5 FEBRUARY 2012 FINANCIALS

Lakeview Academy INCOME STATEMENT BUDGET TO ACTUAL 8 Months Ended Feb 29, 2012

	Year to Date	Budget	Year to Date Variance	February	
Local Revenue Sources					
1500	Income- Interest Income	\$ 743	\$ 4,000	\$ (3,257)	\$ 59
1600	Food Services	65,816	75,500	(9,684)	13,868
1700	Student Activities & Fees	58	-	58	-
1700.A	Student Activities- Sch Program	23,181	10,000	13,181	3,473
1700.B	Student Activities - SAC	1,637	10,000	(8,363)	-
1700.D	Student Fees	9,128	4,000	5,128	95
1700.E	Student Government (Elem)	25	-	25	-
1700.F	Student Government (JH)	1,800	-	1,800	623
1700.G	Student Government - Orphanage	81	-	81	30
1700.H	Library Fines	7	-	7	3
1900	Other Revenue from Local Source	91	-	91	40
1920.B	Cash Donations	2,448	-	2,448	1,598
1930	Fundraising	10,284	5,000	5,284	47
1960	Income - Background Checks	1,519	1,000	519	178
Total Local Revenue		116,818	109,500	7,318	20,014
State Revenue Sources					
3010	Income - K-12 WPU	1,209,872	1,814,808	(604,936)	151,234
3020	Income - Professional Staff	65,334	98,000	(32,666)	8,167
3105	Income - SpEd Add-on	126,931	190,116	(63,185)	15,796
3110	Income - Special Ed. - Self-Contained	53	79	(26)	6
3120	Income - SpEd - Extended Year	2,677	2,343	334	1,562
3155	Career And Tech Add On	2,964	4,446	(1,482)	370
3211	Income - Accelerated Learning	-	2,833	(2,833)	-
3215	Income - At-Risk Student Program	8,415	12,622	(4,207)	1,052
3230	Income - Class Size Reduction	117,719	171,702	(53,983)	13,498
3410	Income - Flexible Allocation	16,228	24,344	(8,116)	2,027
3520	School LAND Trust Program	37,886	29,778	8,108	-
3719	Income - Charter Local Replacement	817,633	1,226,449	(408,816)	102,204
3725	Income - Charter School Administration	48,467	72,700	(24,233)	6,059
3770	Income - Lunch Program - Liquor Tax	9,663	19,201	(9,538)	1,893
3799	Income - UPASS	1,200	1,799	(599)	150
3805	Income - Reading Achievement	18,839	26,554	(7,715)	2,175
3810	Income - Library Books & Supplies	402	603	(201)	50
3868	Income - Teachers Materials & Supplies	6,282	6,282	-	-
3876	Educator Salary Adjustment	124,708	183,819	(59,111)	14,778
3878	Income - Extended Year SpEd	1,299	1,115	184	-
Total State Revenue		2,616,572	3,889,593	(1,273,021)	321,021
Federal Revenue Sources					
4524	Income - Federal IDEA	51,476	126,368	(74,892)	51,476
4571	Income - Federal School Lunch Program	8,375	12,750	(4,375)	1,641
4572	Income - Fed. Lunch Program - Free & Red	29,783	45,102	(15,319)	5,758
4574	Income - Federal Breakfast Reimbursement	6,144	9,991	(3,847)	1,221
4664	Federal ARRA IDEA	13,004	106,500	(93,496)	-
4860	Income - Title II - Teacher Quality	-	26,000	(26,000)	-
Total Federal Revenue		108,782	326,711	(217,929)	60,096
Other Revenue Sources					
Total Income		2,842,172	4,325,804	(1,483,632)	401,131

Lakeview Academy INCOME STATEMENT BUDGET TO ACTUAL 8 Months Ended Feb 29, 2012

Expenses					
Salaries 100					
100.22	Wages- Instructional Support	75,551	107,000	(31,449)	9,417
100.31	Wages- Food Service Personnel	29,585	47,460	(17,875)	5,194
121.24	Wages- Principals & Directors	55,000	78,000	(23,000)	6,500
131.10	Wages- Teachers	769,719	1,311,581	(541,862)	119,876
131.10a	Wages- Teachers- Special Ed	42,008	75,433	(33,425)	5,844
132.10	Wages- Substitute Teacher	22,516	32,000	(9,484)	2,929
142.21	Wages - Guidance Personnel	11,450	19,500	(8,050)	1,625
152.24	Wages - Admin Support Staff	35,027	58,360	(23,333)	4,083
161.10	Wages- Aide & Paraprofessionals	177,579	280,605	(103,026)	32,057
161.10a	Wages- SpEd Aide & Paraprofess	24,569	36,177	(11,608)	4,188
180.26	Wages- Maintenance & Custodial	57,039	87,643	(30,604)	7,212
		1,300,043	2,133,759	(833,716)	198,925
Benefits 200					
210	Retirement Programs	71,707	121,725	(50,018)	22,776
220	Social Security & Medicare Tax	90,167	157,423	(67,256)	14,058
240	Health Benefits	142,539	297,369	(154,830)	25,121
200.280	Unemployment Insurance	6,078	21,436	(15,358)	1,286
200.291	Workers Compensation	9,253	15,005	(5,752)	-
Total Benefits		319,744	612,958	(293,214)	63,241
Purchased Professional & Technical Services 300					
300.24a	Accounting & Auditing	13,258	15,000	(1,742)	-
300.24b	Bank Fees	1,030	2,450	(1,420)	126
300.24c	Legal Fees	-	1,000	(1,000)	-
300.24d	Special Ed Services	33,627	60,000	(26,373)	7,454
300.25a	Business Admin Services	49,000	84,000	(35,000)	7,000
300.25b	Payroll Processing	3,198	-	3,198	308
300.25c	Information Technology Service	40,767	42,000	(1,233)	5,742
300.330	Professional Development	25,462	26,500	(1,038)	637
Total Outside Services		166,342	230,950	(64,608)	21,267
Purchased Property Services 400					
400.26a	Security Expense	404	2,502	(2,098)	194
400.26b	Property Repairs & Maint.	13,524	46,643	(33,119)	1,240
400.26c	Repairs & Maintenance - Equipment	8,068	2,500	5,568	1,846
400.26e	Lease- Rent Expense	23,506	33,580	(10,074)	3,358
400.26f	Equipment & Storage Rental	419	2,500	(2,081)	-
400.410	Utilities Expense	54,735	61,861	(7,126)	5,459
Total Outside Property Services		100,656	149,586	(48,930)	12,097

Lakeview Academy
INCOME STATEMENT
 BUDGET TO ACTUAL
 8 Months Ended Feb 29, 2012

Other Purchased Services 500					
500.10a	Travel - Field Trip Expenses	4,689	7,500	(2,811)	2,662
500.24b	Mileage	1,612	2,000	(388)	443
500.24c	Insurance Expense	23,107	22,220	887	526
500.24d	Copier Expense	2,056	5,520	(3,464)	620
530.24a	Telephone- Voice	3,407	5,400	(1,993)	410
530.24b	Internet Expense	6,624	10,000	(3,376)	-
530.24c	Postage & Mailing Expense	1,541	2,335	(794)	18
500.540	Advertising & Promotions	9	-	9	9
540.24a	Advertising- General	336	2,100	(1,764)	120
540.24b	Advertising- HR & Background Ck	1,664	150	1,514	266
Total Other Outside Services		45,045	57,225	(12,180)	5,074
Supplies 600					
600	Supplies & Materials	21	-	21	-
600.10b	Supplies- Classroom	27,534	48,750	(21,216)	1,898
600.10d	Supplies - Student Activities	19,673	10,000	9,673	10,431
600.10e	Supplies-Physical Education	-	1,000	(1,000)	-
600.21	Supplies-Medical/First Aid	112	2,000	(1,888)	-
600.22	Supplies - Testing Materials	1,309	1,500	(191)	-
600.24a	Supplies - Administration	4,040	8,000	(3,960)	273
600.24b	Supplies- Copier & Printer	7,663	14,000	(6,337)	1,356
600.26a	Supplies- Bldg & Prop Maint	1,603	2,000	(397)	-
600.26b	Supplies- Custodial Supplies	8,798	24,000	(15,202)	564
600.31	Lunch Program--Non Food	1,474	1,500	(26)	-
630.31	Lunch Program- Food	62,458	66,000	(3,542)	9,474
641.10	Curriculum & Materials	41,381	45,000	(3,619)	2,033
641.10a	Curriculum & Materials- SPED	320	4,000	(3,680)	-
644.22	Library Books & Supplies	2,813	3,000	(187)	425
650.24	Computer Software & Peripherals	386	5,000	(4,614)	386
Total Supplies		179,585	235,750	(56,165)	26,840
Property (Equipment) 700					
700.100	Temporary	199	-	199	-
710.45	Land & Improvements	5,375	27,000	(21,625)	375
730.10	Equipment- Instruction	35,123	33,000	2,123	188
730.23	Equipment Board	2,566	3,000	(434)	-
730.24	Equipment - Administration	975	-	975	-
730.25	Equipment- Technology Hardware	34,613	43,000	(8,387)	(62)
730.26	Equipment - Facilities	1,479	21,000	(19,521)	-
Total Equipment		80,330	127,000	(46,670)	501

Lakeview Academy
INCOME STATEMENT
 BUDGET TO ACTUAL
 8 Months Ended Feb 29, 2012

Other Objects (Other Expenses) 800					
810.24	Dues & Fees	5,048	6,500	(1,452)	-
830	Interest Expenses	510,095	506,216	3,879	-
840	Redemption of Principal	145,000	150,000	(5,000)	-
800.890	Other Expense	-	2,000	(2,000)	-
890.10a	Employee Motivation Expense	3,913	8,000	(4,087)	40
890.10b	Student Motivation Expense	730	1,500	(770)	159
890.10d	SAC Org Expense	3,716	10,000	(6,284)	-
890.24b	License & Tax Expense	70	50	20	-
890.24c	Fundraising Expenses	1,271	2,500	(1,229)	-
890.25	Board Expenses	4,035	-	4,035	-
890.5	Bond Fees & Expenses	2,777	2,000	777	(1,325)
Total Other Expenses		676,655	688,766	(12,111)	(1,126)
Total Expenses		2,868,400	4,235,994	(1,367,594)	326,819
Net Income (Loss)		\$ (26,228)	\$ 89,810	\$ (116,038)	\$ 74,312

Lakeview Academy
INCOME STATEMENT
BUDGET TO ACTUAL
8 Months Ended Feb 29, 2012

	January	December
Local Sources		
Income- Interest Income	\$ 76	\$ 72
Food Services	8,486	7,094
Student Activities & Fees	58	-
Student Activities- Sch Program	3,689	7,913
Student Activities - SAC	-	124
Student Fees	-	-
Student Government (Elem)	-	25
Student Government (JH)	207	11
Student Government - Orphanage	19	-
Library Fines	4	-
Other Revenue from Local Source	51	-
Cash Donations	750	100
Fundraising	1,371	816
Income - Background Checks	256	59
Total Local Revenue	14,967	16,214
State Sources		
Income - K-12 WPU	151,234	153,244
Income - Professional Staff	8,167	12,800
Income - SpEd Add-on	15,796	15,796
Income - Special Ed. - Self-Contained	7	6
Income - SpEd - Extended Year	-	-
Career And Tech Add On	371	433
Income - Accelerated Learning	-	-
Income - At-Risk Student Program	1,052	6,311
Income - Class Size Reduction	13,496	13,496
Income - Flexible Allocation	2,029	2,086
School LAND Trust Program	-	-
Income - Charter Local Replacement	102,205	103,609
Income - Charter School Administration	24,184	6,140
Income - Lunch Program - Liquor Tax	3,058	-
Income - UPASS	150	150
Income - Reading Achievement	2,213	2,213
Income - Library Books & Supplies	50	51
Income - Teachers Materials & Supplies	-	1,221
Educator Salary Adjustment	14,778	14,778
Income - Extended Year SpEd	-	-
Total State Revenue	338,790	332,334
Federal Sources		
Income - Federal IDEA	-	-
Income - Federal School Lunch Program	2,650	-
Income - Fed. Lunch Program - Free & Red	8,992	-
Income - Federal Breakfast Reimbursement	1,775	-
Federal ARRA IDEA	-	-
Income - Title II - Teacher Quality	-	-
Total Federal Revenue	13,417	-
Total Income	367,174	348,548

Lakeview Academy
INCOME STATEMENT
BUDGET TO ACTUAL
8 Months Ended Feb 29, 2012

Wages- Instructional Support	8,917	19,250
Wages- Food Service Personnel	1,952	8,796
Wages- Principals & Directors	6,500	16,000
Wages- Teachers	103,059	237,329
Wages- Teachers- Special Ed	5,228	6,455
Wages- Substitute Teacher	1,791	8,732
Wages - Guidance Personnel	1,625	3,250
Wages - Admin Support Staff	4,083	9,167
Wages- Aide & Paraprofessionals	19,288	55,681
Wages- SpEd Aide & Paraprofess	2,482	8,425
Wages- Maintenance & Custodial	7,021	14,327
	161,946	387,412
Retirement Programs	(4,463)	5,633
Social Security & Medicare Tax	11,214	27,391
Health Benefits	10,328	10,162
Unemployment Insurance	1,026	1,058
Workers Compensation	526	526
Total Benefits	18,631	44,770
Professional & Technical Services 300		
Accounting & Auditing	-	-
Bank Fees	56	49
Legal Fees	-	-
Special Ed Services	8,295	477
Business Admin Services	7,000	-
Payroll Processing	781	565
Information Technology Service	3,076	410
Professional Development	5,169	1,667
Total Outside Services	24,377	3,168
Property Services 400		
Security Expense	-	-
Property Repairs & Maint.	62	1,614
Repairs & Maintenance - Equipment	2,057	-
Lease- Rent Expense	3,358	3,358
Equipment & Storage Rental	-	150
Utilities Expense	7,359	6,436
Total Outside Property Services	12,836	11,558

Lakeview Academy
INCOME STATEMENT
 BUDGET TO ACTUAL
 8 Months Ended Feb 29, 2012

Used Services 500		
Travel - Field Trip Expenses	780	-
Mileage	100	463
Insurance Expense	-	-
Copier Expense	250	250
Telephone- Voice	426	433
Internet Expense	-	1,499
Postage & Mailing Expense	132	12
Advertising & Promotions	-	-
Advertising- General	216	-
Advertising- HR & Background Ck	50	404
Total Other Outside Services	1,954	3,061
Supplies & Materials	-	21
Supplies- Classroom	4,799	464
Supplies - Student Activities	2,829	1,315
Supplies-Physical Education	-	-
Supplies-Medical/First Aid	-	28
Supplies - Testing Materials	-	-
Supplies - Administration	190	472
Supplies- Copier & Printer	480	891
Supplies- Bldg & Prop Maint	-	-
Supplies- Custodial Supplies	-	5,903
Lunch Program--Non Food	251	136
Lunch Program- Food	11,723	4,945
Curriculum & Materials	2,424	721
Curriculum & Materials- SPED	-	-
Library Books & Supplies	-	(4)
Computer Software & Peripherals	-	-
Total Supplies	22,696	14,892
Equipment 700		
Temporary	-	-
Land & Improvements	5,000	-
Equipment- Instruction	252	1,334
Equipment Board	2,566	-
Equipment - Administration	-	923
Equipment- Technology Hardware	-	874
Equipment - Facilities	-	832
Total Equipment	7,818	3,963

Lakeview Academy
INCOME STATEMENT
 BUDGET TO ACTUAL
 8 Months Ended Feb 29, 2012

Other Expenses 800			
Dues & Fees	-	1,100	
Interest Expenses	253,108	-	
Redemption of Principal	-	-	
Other Expense	-	-	
Employee Motivation Expense	-	3,759	
Student Motivation Expense	295	13	
SAC Org Expense	-	950	
License & Tax Expense	-	-	
Fundraising Expenses	-	-	
Board Expenses	-	3,712	
Bond Fees & Expenses	2,725	26	
Total Other Expenses	256,128	9,560	
Total Expenses	506,386	\$ 478,384	
Net Income (Loss)	\$ (139,212)	\$ (129,836)	

SECTION 6 ACCOUNT RECONCILIATION REPORT

10:30 AM
03/20/12

Lakeview Academy
Reconciliation Summary
8110.01 · Cash in Checking, Period Ending 02/29/2012

	<u>Feb 29, 12</u>
Beginning Balance	888,570.96
Cleared Transactions	
Checks and Payments - 105 items	-713,532.97
Deposits and Credits - 10 items	388,742.01
Total Cleared Transactions	<u>-324,790.96</u>
Cleared Balance	<u>563,780.00</u>
Uncleared Transactions	
Checks and Payments - 55 items	-40,326.31
Deposits and Credits - 3 items	2,541.95
Total Uncleared Transactions	<u>-37,784.36</u>
Register Balance as of 02/29/2012	<u>525,995.64</u>
New Transactions	
Checks and Payments - 37 items	-251,687.09
Deposits and Credits - 3 items	5,947.73
Total New Transactions	<u>-245,739.36</u>
Ending Balance	<u><u>280,256.28</u></u>

SECTION 7 BALANCE SHEET REPORT

Lakeview Academy
BALANCE SHEET
Feb 29, 2012

Assets

	2012
Current Assets	
Unrestricted Cash	\$ 546,527
Restricted Cash	1,049,786
Inventory Asset	393
Prepaid Insurance	<u>24,280</u>
Total Current Assets	1,620,986
Property and Equipment	
Fixed Assets	<u>533,493</u>
Total Property and Equipment	<u>533,493</u>
Total Assets	<u>\$ 2,154,479</u>

Liabilities and Stockholders' Equity

	2012
Current Liabilities	
Accounts Payable	\$ 17,498
State Purchase Card	(2,678)
Accrued Salaries & Withholdings	231
Payroll Clearing	<u>5,183</u>
Total Current Liabilities	<u>20,234</u>
Total Liabilities	20,234
Stockholders' Equity	
Fund Balance	2,160,473
Net Income	<u>(26,228)</u>
Total Stockholders' Equity	<u>2,134,245</u>
Total Liabilities and Stockholders' Equity	<u>\$ 2,154,479</u>

SECTION 8 CASH FLOW REPORT REPORT

Lakeview Academy
STATEMENT OF CASH FLOWS
8 Months Ended Feb 29, 2012

	Feb 29, 2012
Cash Flows from Operating Activities	
Net Income	
Net Income (Loss)	\$ (26,228)
Total Net Income	(26,228)
Adjustments to Net Income	
Adjustments to reconcile Net Income (Loss) to net Cash:	
(Increase) Decrease in:	
Receivables	50
Inventory Asset	(393)
Increase (Decrease) in:	
Accounts Payable	(38,301)
State Purchase Card	(2,678)
Accrued Salaries & Withholdings	(345,836)
Payroll Clearing	<u>5,183</u>
Total Adjustments	<u>(381,975)</u>
Net Cash Provided By (Used In) Operating Activities	(408,203)
Cash Flows from Investing Activities	
Fixed Assets	<u>(533,493)</u>
Net Cash Provided By (Used In) Investing Activities	(533,493)
Cash Flows from Financing Activities	
Fund Balance	<u>12,951</u>
Net Cash Provided By (Used In) Financing Activities	<u>12,951</u>
Net Increase (Decrease) in Cash	(928,745)
Cash at Beginning of Period	
Cash at Beginning of Period	<u>2,429,007</u>
Total Cash at Beginning of Period	<u>2,429,007</u>
Cash at End of Period	<u>\$ 1,500,262</u>

SECTION 9 CHECK REGISTER REPORT

10:30 AM
03/20/12

Lakeview Academy Reconciliation Detail 8110.01 - Cash in Checking, Period Ending 02/29/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						888,570.96
Cleared Transactions						
Checks and Payments - 105 items						
Bill Pmt -Check	12/15/2011	4565	Diane Thurmond	X	-112.35	-112.35
Bill Pmt -Check	12/28/2011	4588	M Space Holdings L...	X	-3,358.00	-3,470.35
Bill Pmt -Check	1/3/2012	4615	Kimball Property M...	X	-180.00	-3,650.35
Bill Pmt -Check	1/13/2012	4626	Pitney Bowes	X	-132.00	-3,782.35
Bill Pmt -Check	1/13/2012	4625	Office Depot	X	-108.83	-3,891.18
Bill Pmt -Check	1/18/2012	4631	Office Depot	X	-213.35	-4,104.53
Check	1/18/2012	4634	Brian Hardy	X	-121.00	-4,225.53
Bill Pmt -Check	1/18/2012	4635	Richard Veasey	X	-29.75	-4,255.28
General Journal	1/20/2012	Jan P...		X	-148,605.00	-152,860.28
Check	1/20/2012	4636	M Space Holdings L...	X	-3,358.00	-156,218.28
Check	1/20/2012	50157	Kimberly Thompson	X	-1,828.52	-158,046.80
Check	1/20/2012	50160	Justin Moore	X	-823.06	-158,869.86
Check	1/20/2012	50162	Catherine Tanner	X	-713.00	-159,582.86
Check	1/20/2012	50161	Heidi Petersen	X	-523.59	-160,106.45
Check	1/20/2012	50159	Stacey Cornaby	X	-475.15	-160,581.60
Check	1/20/2012	50158	Debbie Andrus	X	-466.66	-161,048.26
Check	1/20/2012	50163	Lisa Wilson	X	-462.09	-161,510.35
Check	1/20/2012	50167	Nicole Taylor	X	-359.20	-161,869.55
Check	1/20/2012	50165	Peter Chamberlain	X	-279.29	-162,148.84
Check	1/20/2012	50164	Carmen Partridge	X	-214.84	-162,363.68
Check	1/20/2012	50166	Sylvia Cuthbert	X	-32.48	-162,396.16
Check	1/26/2012	4701	Crossroads Journal	X	-172.00	-162,568.16
Check	2/2/2012	4734	UIEBT	X	-12,935.70	-175,503.86
Bill Pmt -Check	2/2/2012	4724	Questar Gas Comp...	X	-2,791.01	-178,294.87
Bill Pmt -Check	2/2/2012	4702	AFLAC	X	-2,441.14	-180,736.01
Check	2/2/2012	4735	National Benefit Ser...	X	-2,109.16	-182,845.17
Bill Pmt -Check	2/2/2012	4727	State of Utah Dept. ...	X	-2,081.73	-184,926.90
Bill Pmt -Check	2/2/2012	4731	US Bank-V	X	-1,350.00	-186,276.90
Bill Pmt -Check	2/2/2012	4709	C3 Charters	X	-780.00	-187,056.90
Bill Pmt -Check	2/2/2012	4708	Blackjack Pizza	X	-710.78	-187,767.68
Check	2/2/2012	4733	Ola Linton	X	-592.50	-188,360.18
Bill Pmt -Check	2/2/2012	4704	Alpine School Distri...	X	-555.60	-188,915.78
Bill Pmt -Check	2/2/2012	4722	Office Depot	X	-480.71	-189,396.49
Bill Pmt -Check	2/2/2012	4726	Spectrum Academy	X	-326.02	-189,722.51
Bill Pmt -Check	2/2/2012	4714	Home Depot Supply	X	-234.40	-189,956.91
Bill Pmt -Check	2/2/2012	4720	Mad Science of Gre...	X	-225.00	-190,181.91
Bill Pmt -Check	2/2/2012	4725	Ruth Young	X	-208.00	-190,389.91
Bill Pmt -Check	2/2/2012	4721	Marshall Industries	X	-172.50	-190,562.41
Bill Pmt -Check	2/2/2012	4723	Professional Binding	X	-126.25	-190,688.66
Bill Pmt -Check	2/2/2012	4706	Automated Busines...	X	-120.00	-190,808.66
Bill Pmt -Check	2/2/2012	4718	Jon Bruce	X	-104.16	-190,912.82
Bill Pmt -Check	2/2/2012	4736	Waxie Sanitary Sup...	X	-98.33	-191,011.15
Bill Pmt -Check	2/2/2012	4713	DPS Bureau of Cri...	X	-94.25	-191,105.40
Bill Pmt -Check	2/2/2012	4705	Ashley Hintze	X	-71.73	-191,177.13
Bill Pmt -Check	2/2/2012	4730	Tina Smith-001	X	-69.91	-191,247.04
Bill Pmt -Check	2/2/2012	4719	Laralee Ireland-001	X	-52.75	-191,299.79
Bill Pmt -Check	2/2/2012	4711	Char Jensen	X	-43.10	-191,342.89
Bill Pmt -Check	2/2/2012	4729	Tia White	X	-26.76	-191,369.65
Bill Pmt -Check	2/2/2012	4728	The New Yorker	X	-25.00	-191,394.65
Bill Pmt -Check	2/2/2012	4715	IDVille	X	-21.50	-191,416.15
Bill Pmt -Check	2/2/2012	4703	Alpine Lock & Safe	X	-20.00	-191,436.15
Bill Pmt -Check	2/2/2012	4716	Jamie Holt	X	-16.89	-191,453.04
Bill Pmt -Check	2/2/2012	4700	Misty Callor	X	-2.10	-191,455.14
Check	2/3/2012	4737	Ken Merrick	X	-375.00	-191,830.14
Bill Pmt -Check	2/8/2012	4750	Educators Mutual-001	X	-33,740.24	-225,570.38
Bill Pmt -Check	2/8/2012	4747	Charter Solutions	X	-7,000.00	-232,570.38
Bill Pmt -Check	2/8/2012	4760	Nicholas & Company	X	-6,612.60	-239,182.98
Bill Pmt -Check	2/8/2012	4738	ABSI-Speech	X	-6,155.00	-245,337.98
Bill Pmt -Check	2/8/2012	4762	Utah State University	X	-4,010.42	-249,348.40
Bill Pmt -Check	2/8/2012	4752	H-Wire	X	-2,666.00	-252,014.40
Bill Pmt -Check	2/8/2012	4751	Ensign Engineering ...	X	-2,500.00	-254,514.40
Bill Pmt -Check	2/8/2012	4753	Jostens	X	-1,120.00	-255,634.40
Bill Pmt -Check	2/8/2012	4757	Meadow Gold	X	-673.06	-256,307.46
Bill Pmt -Check	2/8/2012	4739	Allied Waste Servic...	X	-605.18	-256,912.64
Bill Pmt -Check	2/8/2012	4744	Blackjack Pizza	X	-345.41	-257,258.05

Lakeview Academy Reconciliation Detail 8110.01 - Cash in Checking, Period Ending 02/29/2012

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	2/8/2012	4746	C3 Charters	X	-325.00	-257,583.05
Bill Pmt -Check	2/8/2012	4742	Automated Busines...	X	-250.00	-257,833.05
Bill Pmt -Check	2/8/2012	4743	Becca Proper	X	-227.31	-258,060.36
Bill Pmt -Check	2/8/2012	4740	Amy Schow	X	-152.74	-258,213.10
Bill Pmt -Check	2/8/2012	4745	BYU Planetarium	X	-119.00	-258,332.10
Bill Pmt -Check	2/8/2012	4759	Mountain West Sec...	X	-105.00	-258,437.10
Bill Pmt -Check	2/8/2012	4741	Ashley Hintze	X	-77.53	-258,514.63
Bill Pmt -Check	2/8/2012	4755	Linnea Brailsford	X	-69.99	-258,584.62
Bill Pmt -Check	2/8/2012	4761	Office Depot	X	-36.45	-258,621.07
Bill Pmt -Check	2/8/2012	4749	Dodi Weiler	X	-32.40	-258,653.47
Bill Pmt -Check	2/8/2012	4754	Linda Nelson	X	-21.16	-258,674.63
Check	2/9/2012	4763	UAEA	X	-90.00	-258,764.63
Bill Pmt -Check	2/15/2012		American Preferred ...	X	-434,784.73	-693,549.36
Bill Pmt -Check	2/15/2012	4764	AFLAC	X	-2,441.14	-695,990.50
Bill Pmt -Check	2/15/2012	4777	Saxon	X	-1,100.67	-697,091.17
Bill Pmt -Check	2/15/2012	4768	C3 Charters	X	-910.00	-698,001.17
Bill Pmt -Check	2/15/2012	4775	Meadow Gold	X	-792.23	-698,793.40
Check	2/15/2012	4783	OlsonShaner	X	-718.34	-699,511.74
Bill Pmt -Check	2/15/2012	4776	Music Theater Inter...	X	-665.00	-700,176.74
Bill Pmt -Check	2/15/2012	4782	Worker's Compens...	X	-525.99	-700,702.73
Bill Pmt -Check	2/15/2012	4770	City of Saratoga Sp...	X	-462.66	-701,165.39
Bill Pmt -Check	2/15/2012	4769	Century Link	X	-410.23	-701,575.62
Bill Pmt -Check	2/15/2012	4781	Wilcomp Software	X	-410.00	-701,985.62
Bill Pmt -Check	2/15/2012	4774	Kimberly Thompson	X	-154.88	-702,140.50
Bill Pmt -Check	2/15/2012	4773	Kimball Property M...	X	-139.00	-702,279.50
Bill Pmt -Check	2/15/2012	4766	Becca Proper	X	-85.88	-702,365.38
Bill Pmt -Check	2/15/2012	4778	School Specialty	X	-1.00	-702,366.38
Check	2/16/2012	4785	Lisa Buffington	X	-246.26	-702,612.64
Check	2/16/2012	4786	Becca Proper	X	-114.75	-702,727.39
Bill Pmt -Check	2/22/2012	4799	M Space Holdings L...	X	-3,358.00	-706,085.39
Bill Pmt -Check	2/22/2012	4803	Rocky Mountain Po...	X	-2,918.15	-709,003.54
Bill Pmt -Check	2/22/2012	4802	Questar Gas Comp...	X	-1,937.40	-710,940.94
Bill Pmt -Check	2/22/2012	4789	Blackjack Pizza	X	-1,022.25	-711,963.19
Bill Pmt -Check	2/22/2012	4805	Spectrum Academy	X	-872.02	-712,835.21
Bill Pmt -Check	2/22/2012	4796	Les Olson Company	X	-216.46	-713,051.67
Bill Pmt -Check	2/22/2012	4787	Automated Busines...	X	-153.60	-713,205.27
Bill Pmt -Check	2/22/2012	4795	Hawthorn Academy	X	-80.50	-713,285.77
Bill Pmt -Check	2/22/2012	4788	Becca Proper	X	-68.00	-713,353.77
Bill Pmt -Check	2/22/2012	4794	Genesis Scientific	X	-53.70	-713,407.47
Check	2/29/2012			X	-125.50	-713,532.97
Total Checks and Payments					-713,532.97	-713,532.97
Deposits and Credits - 10 Items						
Check	12/1/2011	50139	Amy Schow	X	0.00	0.00
Deposit	2/7/2012			X	3,071.65	3,071.65
Deposit	2/7/2012			X	3,289.45	6,361.10
Deposit	2/14/2012			X	3,334.96	9,696.06
Deposit	2/17/2012			X	3,425.89	13,121.95
Bill Pmt -Check	2/22/2012	4797	Lisa Buffington	X	0.00	13,121.95
Deposit	2/24/2012			X	2,716.43	15,838.38
Deposit	2/28/2012			X	1,502.75	17,341.13
Deposit	2/29/2012		Zion's Bank	X	50,000.00	67,341.13
Deposit	2/29/2012		Zion's Bank	X	321,400.88	388,742.01
Total Deposits and Credits					388,742.01	388,742.01
Total Cleared Transactions					-324,790.96	-324,790.96
Cleared Balance					-324,790.96	563,780.00

**Lakeview Academy
Reconciliation Detail**
8110.01 - Cash in Checking, Period Ending 02/29/2012

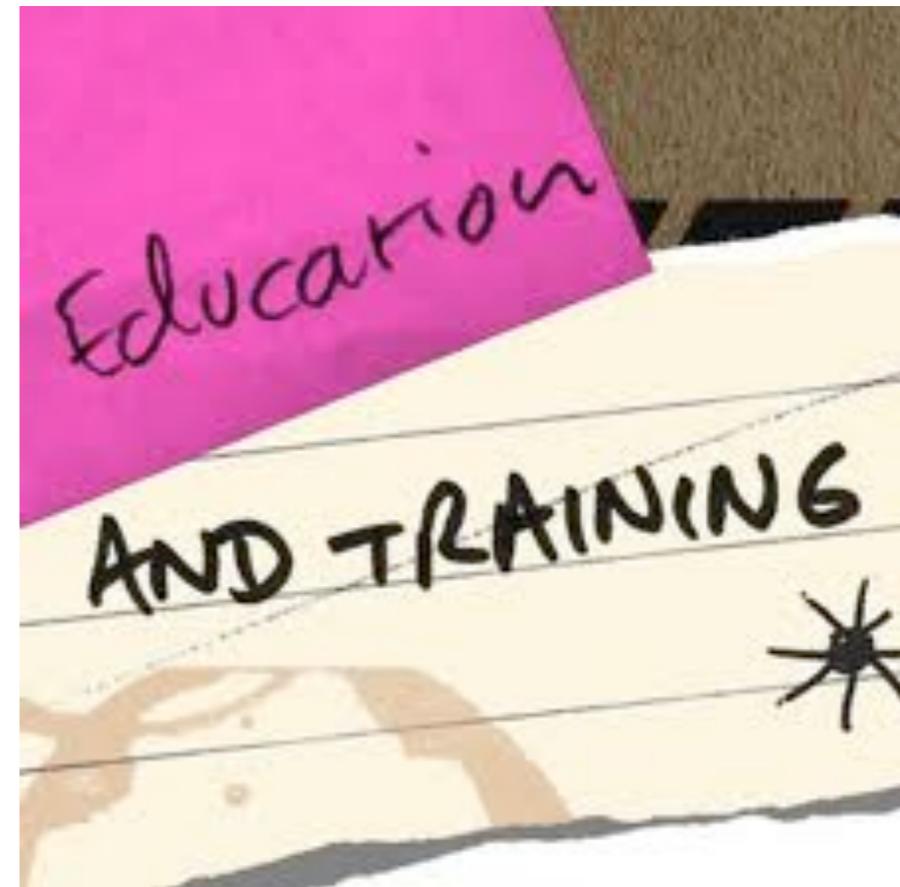
Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 55 items						
Check	3/17/2011	3946	Melodie Loveless		-28.92	-28.92
Check	4/1/2011	3251...	Janette Wagner		-79.82	-108.74
Check	4/1/2011	3921	Amanda Belliston		-74.40	-183.14
Check	4/29/2011	1	SuzetteStockton		-441.33	-624.47
Check	5/1/2011	4182	Amber Willis		-2.55	-627.02
Check	6/1/2011	2295...	SuzetteStockton		-229.33	-856.35
Bill Pmt -Check	6/1/2011	4140	Utah State University		-40.00	-896.35
Check	6/15/2011	4185	Shayla Stapley		-58.10	-954.45
Check	6/30/2011	4157	Melodie Loveless		-2,008.69	-2,963.14
Check	6/30/2011	4156	Alexai Burtelson		-553.08	-3,516.22
Check	6/30/2011	50071	Nancy Milton		-382.64	-3,898.86
Bill Pmt -Check	10/6/2011	4389	Alexai Burtelson		-7.00	-3,905.86
Bill Pmt -Check	11/16/2011	0000	Namifiers		-0.05	-3,905.91
Bill Pmt -Check	12/1/2011	4531	Richard Veasey		-150.94	-4,056.85
Check	12/1/2011	4504	Linnea Brailsford		-117.46	-4,174.31
Bill Pmt -Check	2/2/2012	4712	Diane Thurmond		-349.04	-4,523.35
Bill Pmt -Check	2/2/2012	4707	Barnes & Noble		-78.25	-4,601.60
Bill Pmt -Check	2/2/2012	4710	Camber Grandstaff		-32.38	-4,633.98
Bill Pmt -Check	2/2/2012	4717	Jenna Torgersen		-18.82	-4,652.80
Bill Pmt -Check	2/8/2012	4748	Craig Cordero		-52.69	-4,705.49
Bill Pmt -Check	2/8/2012	4758	Megan Ettinger		-28.48	-4,733.97
Check	2/15/2012	4784	Stephen B Elggren,...		-786.70	-5,520.67
Bill Pmt -Check	2/15/2012	4771	H-Wire		-524.08	-6,044.75
Bill Pmt -Check	2/15/2012	4772	Junior Achievement...		-300.00	-6,344.75
Bill Pmt -Check	2/15/2012	4767	Brockbank Jr. High		-100.00	-6,444.75
Bill Pmt -Check	2/15/2012	4779	Shannon Wilkey		-73.60	-6,518.35
Bill Pmt -Check	2/15/2012	4780	Tina Smith-001		-27.30	-6,545.65
Bill Pmt -Check	2/22/2012	4801	Office Depot		-486.04	-7,031.69
Bill Pmt -Check	2/22/2012	4790	Brockbank Jr. High		-300.00	-7,331.69
Bill Pmt -Check	2/22/2012	4792	Clark Planetarium		-228.00	-7,559.69
Bill Pmt -Check	2/22/2012	4791	Certified Fire Protec...		-225.00	-7,784.69
Bill Pmt -Check	2/22/2012	4798	Liz Matthews		-175.09	-7,959.78
Bill Pmt -Check	2/22/2012	4806	US School Supply		-96.55	-8,056.33
Bill Pmt -Check	2/22/2012	4800	Mountain West Sec...		-89.00	-8,145.33
Bill Pmt -Check	2/22/2012	4804	Ruth Young		-49.35	-8,194.68
Bill Pmt -Check	2/22/2012	4793	Crystal Nielson		-40.00	-8,234.68
Bill Pmt -Check	2/29/2012	4821	UIEBT		-14,344.17	-22,578.85
Check	2/29/2012	4823	State of Utah Dept. ...		-9,697.63	-32,276.48
Bill Pmt -Check	2/29/2012	4813	H-Wire		-2,666.00	-34,942.48
Check	2/29/2012	4824	National Benefit Ser...		-2,109.16	-37,051.64
Bill Pmt -Check	2/29/2012	4809	C3 Charters		-780.00	-37,831.64
Bill Pmt -Check	2/29/2012	4818	Meadow Gold		-738.66	-38,570.30
Bill Pmt -Check	2/29/2012	4820	Spectrum Academy		-427.04	-38,997.34
Bill Pmt -Check	2/29/2012	4822	Wilcomp Software		-410.00	-39,407.34
Bill Pmt -Check	2/29/2012	4812	DPS Bureau of Cri...		-290.50	-39,697.84
Bill Pmt -Check	2/29/2012	4816	Kelli Boren		-133.02	-39,830.86
Bill Pmt -Check	2/29/2012	4819	Richard Veasey		-106.71	-39,937.57
Bill Pmt -Check	2/29/2012	4810	Cinda Morris		-100.00	-40,037.57
Bill Pmt -Check	2/29/2012	4808	Automated Busines...		-93.60	-40,131.17
Bill Pmt -Check	2/29/2012	4807	April C Thompson		-86.43	-40,217.60
Bill Pmt -Check	2/29/2012	4817	Lisa Buffington		-34.28	-40,251.88
Check	2/29/2012	4825	Linnea Brailsford		-28.00	-40,279.88
Bill Pmt -Check	2/29/2012	4815	Joy Larsen		-19.02	-40,298.90
Bill Pmt -Check	2/29/2012	4814	Jeff Cochran		-16.42	-40,315.32
Bill Pmt -Check	2/29/2012	4811	Craig Cordero		-10.99	-40,326.31
Total Checks and Payments					-40,326.31	-40,326.31

**Lakeview Academy
Reconciliation Detail**
8110.01 - Cash in Checking, Period Ending 02/29/2012

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 3 items						
Sales Receipt	4/29/2011	RWE...	Z-Customer		12.10	12.10
Deposit	12/1/2011				117.46	129.56
Deposit	2/27/2012				2,412.39	2,541.95
Total Deposits and Credits					2,541.95	2,541.95
Total Uncleared Transactions					-37,784.36	-37,784.36
Register Balance as of 02/29/2012					-362,575.32	525,995.64
New Transactions						
Checks and Payments - 37 items						
General Journal	3/1/2012	Feb P...			-183,586.13	-183,586.13
Check	3/1/2012	4831	Holly Gibson		-41.94	-183,628.07
Check	3/1/2012	4830	Alan Daniels		-4.99	-183,633.06
Check	3/1/2012	4827	Julie Anderegg		-4.99	-183,638.05
Check	3/1/2012	4826	Tina Smith-001		-4.99	-183,643.04
Check	3/1/2012	4828	Cory Thorson		-4.99	-183,648.03
Check	3/1/2012	4829	Justin Turner		-4.99	-183,653.02
Check	3/2/2012	4832	Carole Spencer		-395.52	-184,048.54
Check	3/2/2012	4833	Edward Spencer		-329.94	-184,378.48
Check	3/5/2012	4836	Amanda Stafford		-124.55	-184,503.03
Check	3/5/2012	4834	Carma Carrick		-51.90	-184,554.93
Bill Pmt -Check	3/7/2012	4842	Educators Mutual-001		-34,638.50	-219,193.43
Bill Pmt -Check	3/7/2012	4840	Charter Solutions		-7,115.00	-226,308.43
Bill Pmt -Check	3/7/2012	4837	ABSI-Speech		-5,532.00	-231,840.43
Bill Pmt -Check	3/7/2012	4838	Automated Busines...		-497.20	-232,337.63
Bill Pmt -Check	3/7/2012	4841	City of Saratoga Sp...		-477.41	-232,815.04
Check	3/7/2012	4850	Scholastic Inc.		-284.65	-233,099.69
Bill Pmt -Check	3/7/2012	4843	Elizabeth Wyatt		-218.46	-233,318.15
Bill Pmt -Check	3/7/2012	4847	Office Depot		-188.06	-233,506.21
Bill Pmt -Check	3/7/2012	4846	Joylin Lincoln		-115.26	-233,621.47
Bill Pmt -Check	3/7/2012	4845	IPMA Utah Chapter		-70.00	-233,691.47
Check	3/7/2012	4851	City of Saratoga Sp...		-50.00	-233,741.47
Bill Pmt -Check	3/7/2012	4844	Greg Graves		-50.00	-233,791.47
Bill Pmt -Check	3/7/2012	4849	Tia White		-33.08	-233,824.55
Bill Pmt -Check	3/7/2012	4839	Becca Proper		-30.00	-233,854.55
Bill Pmt -Check	3/7/2012	4848	Ruth Young		-22.24	-233,876.79
Bill Pmt -Check	3/8/2012	4853	Nicholas & Company		-6,649.37	-240,526.16
Bill Pmt -Check	3/8/2012	4852	Home Depot Supply		-343.58	-240,869.74
Bill Pmt -Check	3/8/2012	4854	Waxie Sanitary Sup...		-175.77	-241,045.51
Bill Pmt -Check	3/14/2012	4857	Brighton Ski Resort		-7,938.00	-248,983.51
Bill Pmt -Check	3/14/2012	4858	David Hatch		-759.98	-249,743.49
Bill Pmt -Check	3/14/2012	4855	Allied Waste Servic...		-603.10	-250,346.59
Bill Pmt -Check	3/14/2012	4861	Kimball Property M...		-505.00	-250,851.59
Bill Pmt -Check	3/14/2012	4859	Delana Smith		-400.00	-251,251.59
Bill Pmt -Check	3/14/2012	4860	Division Of Wildlife		-300.00	-251,551.59
Bill Pmt -Check	3/14/2012	4856	Baron Books		-130.00	-251,681.59
Bill Pmt -Check	3/14/2012	4862	Liz Matthews		-5.50	-251,687.09
Total Checks and Payments					-251,687.09	-251,687.09
Deposits and Credits - 3 items						
Deposit	3/2/2012				1,864.40	1,864.40
Deposit	3/5/2012				2,770.38	4,634.78
Deposit	3/13/2012				1,312.95	5,947.73
Total Deposits and Credits					5,947.73	5,947.73
Total New Transactions					-245,739.36	-245,739.36
Ending Balance					-608,314.68	280,256.28

Charter Training

This section of the board meeting is designed to allow for board training because poor governance costs more than learning to govern well.



Charter page 11-12

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 stu-

dent'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

Consent Agenda

To free the Board's time for discussing matters they can affect (i.e. the future) a consent agenda is a tool that can eliminate as much as 1/2 hour or more of reviewing what has happened in the past. The consent agenda is a SINGLE ITEM that encompasses all the things the board would normally approve with little comment. The consent agenda is a single item on the boards agenda that is voted on with a single vote- to approve the consent agenda.



SECTION 1 FEBRUARY 2012 FINANCIALS

Lakeview Academy INCOME STATEMENT BUDGET TO ACTUAL 8 Months Ended Feb 29, 2012

	Year to Date	Budget	Year to Date Variance	February	
Local Revenue Sources					
1500	Income- Interest Income	\$ 743	\$ 4,000	\$ (3,257)	\$ 59
1600	Food Services	65,816	75,500	(9,684)	13,868
1700	Student Activities & Fees	58	-	58	-
1700.A	Student Activities- Sch Program	23,181	10,000	13,181	3,473
1700.B	Student Activities - SAC	1,637	10,000	(8,363)	-
1700.D	Student Fees	9,128	4,000	5,128	95
1700.E	Student Government (Elem)	25	-	25	-
1700.F	Student Government (JH)	1,800	-	1,800	623
1700.G	Student Government - Orphanage	81	-	81	30
1700.H	Library Fines	7	-	7	3
1900	Other Revenue from Local Source	91	-	91	40
1920.B	Cash Donations	2,448	-	2,448	1,598
1930	Fundraising	10,284	5,000	5,284	47
1960	Income - Background Checks	1,519	1,000	519	178
Total Local Revenue		116,818	109,500	7,318	20,014
State Revenue Sources					
3010	Income - K-12 WPU	1,209,872	1,814,808	(604,936)	151,234
3020	Income - Professional Staff	65,334	98,000	(32,666)	8,167
3105	Income - SpEd Add-on	126,931	190,116	(63,185)	15,796
3110	Income - Special Ed. - Self-Contained	53	79	(26)	6
3120	Income - SpEd - Extended Year	2,677	2,343	334	1,562
3155	Career And Tech Add On	2,964	4,446	(1,482)	370
3211	Income - Accelerated Learning	-	2,833	(2,833)	-
3215	Income - At-Risk Student Program	8,415	12,622	(4,207)	1,052
3230	Income - Class Size Reduction	117,719	171,702	(53,983)	13,498
3410	Income - Flexible Allocation	16,228	24,344	(8,116)	2,027
3520	School LAND Trust Program	37,886	29,778	8,108	-
3719	Income - Charter Local Replacement	817,633	1,226,449	(408,816)	102,204
3725	Income - Charter School Administration	48,467	72,700	(24,233)	6,059
3770	Income - Lunch Program - Liquor Tax	9,663	19,201	(9,538)	1,893
3799	Income - UPASS	1,200	1,799	(599)	150
3805	Income - Reading Achievement	18,839	26,554	(7,715)	2,175
3810	Income - Library Books & Supplies	402	603	(201)	50
3868	Income - Teachers Materials & Supplies	6,282	6,282	-	-
3876	Educator Salary Adjustment	124,708	183,819	(59,111)	14,778
3878	Income - Extended Year SpEd	1,299	1,115	184	-
Total State Revenue		2,616,572	3,889,593	(1,273,021)	321,021
Federal Revenue Sources					
4524	Income - Federal IDEA	51,476	126,368	(74,892)	51,476
4571	Income - Federal School Lunch Program	8,375	12,750	(4,375)	1,641
4572	Income - Fed. Lunch Program - Free & Red	29,783	45,102	(15,319)	5,758
4574	Income - Federal Breakfast Reimbursement	6,144	9,991	(3,847)	1,221
4664	Federal ARRA IDEA	13,004	106,500	(93,496)	-
4860	Income - Title II - Teacher Quality	-	26,000	(26,000)	-
Total Federal Revenue		108,782	326,711	(217,929)	60,096
Other Revenue Sources					
Total Income		2,842,172	4,325,804	(1,483,632)	401,131

Lakeview Academy INCOME STATEMENT BUDGET TO ACTUAL 8 Months Ended Feb 29, 2012

Expenses					
Salaries 100					
100.22	Wages- Instructional Support	75,551	107,000	(31,449)	9,417
100.31	Wages- Food Service Personnel	29,585	47,460	(17,875)	5,194
121.24	Wages- Principals & Directors	55,000	78,000	(23,000)	6,500
131.10	Wages- Teachers	769,719	1,311,581	(541,862)	119,876
131.10a	Wages- Teachers- Special Ed	42,008	75,433	(33,425)	5,844
132.10	Wages- Substitute Teacher	22,516	32,000	(9,484)	2,929
142.21	Wages - Guidance Personnel	11,450	19,500	(8,050)	1,625
152.24	Wages - Admin Support Staff	35,027	58,360	(23,333)	4,083
161.10	Wages- Aide & Paraprofessionals	177,579	280,605	(103,026)	32,057
161.10a	Wages- SpEd Aide & Paraprofess	24,569	36,177	(11,608)	4,188
180.26	Wages- Maintenance & Custodial	57,039	87,643	(30,604)	7,212
		1,300,043	2,133,759	(833,716)	198,925
Benefits 200					
210	Retirement Programs	71,707	121,725	(50,018)	22,776
220	Social Security & Medicare Tax	90,167	157,423	(67,256)	14,058
240	Health Benefits	142,539	297,369	(154,830)	25,121
200.280	Unemployment Insurance	6,078	21,436	(15,358)	1,286
200.291	Workers Compensation	9,253	15,005	(5,752)	-
Total Benefits		319,744	612,958	(293,214)	63,241
Purchased Professional & Technical Services 300					
300.24a	Accounting & Auditing	13,258	15,000	(1,742)	-
300.24b	Bank Fees	1,030	2,450	(1,420)	126
300.24c	Legal Fees	-	1,000	(1,000)	-
300.24d	Special Ed Services	33,627	60,000	(26,373)	7,454
300.25a	Business Admin Services	49,000	84,000	(35,000)	7,000
300.25b	Payroll Processing	3,198	-	3,198	308
300.25c	Information Technology Service	40,767	42,000	(1,233)	5,742
300.330	Professional Development	25,462	26,500	(1,038)	637
Total Outside Services		166,342	230,950	(64,608)	21,267
Purchased Property Services 400					
400.26a	Security Expense	404	2,502	(2,098)	194
400.26b	Property Repairs & Maint.	13,524	46,643	(33,119)	1,240
400.26c	Repairs & Maintenance - Equipment	8,068	2,500	5,568	1,846
400.26e	Lease- Rent Expense	23,506	33,580	(10,074)	3,358
400.26f	Equipment & Storage Rental	419	2,500	(2,081)	-
400.410	Utilities Expense	54,735	61,861	(7,126)	5,459
Total Outside Property Services		100,656	149,586	(48,930)	12,097

Lakeview Academy
INCOME STATEMENT
 BUDGET TO ACTUAL
 8 Months Ended Feb 29, 2012

Other Purchased Services 500					
500.10a	Travel - Field Trip Expenses	4,689	7,500	(2,811)	2,662
500.24b	Mileage	1,612	2,000	(388)	443
500.24c	Insurance Expense	23,107	22,220	887	526
500.24d	Copier Expense	2,056	5,520	(3,464)	620
530.24a	Telephone- Voice	3,407	5,400	(1,993)	410
530.24b	Internet Expense	6,624	10,000	(3,376)	-
530.24c	Postage & Mailing Expense	1,541	2,335	(794)	18
500.540	Advertising & Promotions	9	-	9	9
540.24a	Advertising- General	336	2,100	(1,764)	120
540.24b	Advertising- HR & Background Ck	1,664	150	1,514	266
Total Other Outside Services		45,045	57,225	(12,180)	5,074
Supplies 600					
600	Supplies & Materials	21	-	21	-
600.10b	Supplies- Classroom	27,534	48,750	(21,216)	1,898
600.10d	Supplies - Student Activities	19,673	10,000	9,673	10,431
600.10e	Supplies-Physical Education	-	1,000	(1,000)	-
600.21	Supplies-Medical/First Aid	112	2,000	(1,888)	-
600.22	Supplies - Testing Materials	1,309	1,500	(191)	-
600.24a	Supplies - Administration	4,040	8,000	(3,960)	273
600.24b	Supplies- Copier & Printer	7,663	14,000	(6,337)	1,356
600.26a	Supplies- Bldg & Prop Maint	1,603	2,000	(397)	-
600.26b	Supplies- Custodial Supplies	8,798	24,000	(15,202)	564
600.31	Lunch Program--Non Food	1,474	1,500	(26)	-
630.31	Lunch Program- Food	62,458	66,000	(3,542)	9,474
641.10	Curriculum & Materials	41,381	45,000	(3,619)	2,033
641.10a	Curriculum & Materials- SPED	320	4,000	(3,680)	-
644.22	Library Books & Supplies	2,813	3,000	(187)	425
650.24	Computer Software & Peripherals	386	5,000	(4,614)	386
Total Supplies		179,585	235,750	(56,165)	26,840
Property (Equipment) 700					
700.100	Temporary	199	-	199	-
710.45	Land & Improvements	5,375	27,000	(21,625)	375
730.10	Equipment- Instruction	35,123	33,000	2,123	188
730.23	Equipment Board	2,566	3,000	(434)	-
730.24	Equipment - Administration	975	-	975	-
730.25	Equipment- Technology Hardware	34,613	43,000	(8,387)	(62)
730.26	Equipment - Facilities	1,479	21,000	(19,521)	-
Total Equipment		80,330	127,000	(46,670)	501

Lakeview Academy
INCOME STATEMENT
 BUDGET TO ACTUAL
 8 Months Ended Feb 29, 2012

Other Objects (Other Expenses) 800					
810.24	Dues & Fees	5,048	6,500	(1,452)	-
830	Interest Expenses	510,095	506,216	3,879	-
840	Redemption of Principal	145,000	150,000	(5,000)	-
800.890	Other Expense	-	2,000	(2,000)	-
890.10a	Employee Motivation Expense	3,913	8,000	(4,087)	40
890.10b	Student Motivation Expense	730	1,500	(770)	159
890.10d	SAC Org Expense	3,716	10,000	(6,284)	-
890.24b	License & Tax Expense	70	50	20	-
890.24c	Fundraising Expenses	1,271	2,500	(1,229)	-
890.25	Board Expenses	4,035	-	4,035	-
890.5	Bond Fees & Expenses	2,777	2,000	777	(1,325)
Total Other Expenses		676,655	688,766	(12,111)	(1,126)
Total Expenses		2,868,400	4,235,994	(1,367,594)	326,819
Net Income (Loss)		\$ (26,228)	\$ 89,810	\$ (116,038)	\$ 74,312

Lakeview Academy
INCOME STATEMENT
BUDGET TO ACTUAL
8 Months Ended Feb 29, 2012

	January	December
Revenue Sources		
Income- Interest Income	\$ 76	\$ 72
Food Services	8,486	7,094
Student Activities & Fees	58	-
Student Activities- Sch Program	3,689	7,913
Student Activities - SAC	-	124
Student Fees	-	-
Student Government (Elem)	-	25
Student Government (JH)	207	11
Student Government - Orphanage	19	-
Library Fines	4	-
Other Revenue from Local Source	51	-
Cash Donations	750	100
Fundraising	1,371	816
Income - Background Checks	256	59
Total Local Revenue	14,967	16,214
Revenue Sources		
Income - K-12 WPU	151,234	153,244
Income - Professional Staff	8,167	12,800
Income - SpEd Add-on	15,796	15,796
Income - Special Ed. - Self-Contained	7	6
Income - SpEd - Extended Year	-	-
Career And Tech Add On	371	433
Income - Accelerated Learning	-	-
Income - At-Risk Student Program	1,052	6,311
Income - Class Size Reduction	13,496	13,496
Income - Flexible Allocation	2,029	2,086
School LAND Trust Program	-	-
Income - Charter Local Replacement	102,205	103,609
Income - Charter School Administration	24,184	6,140
Income - Lunch Program - Liquor Tax	3,058	-
Income - UPASS	150	150
Income - Reading Achievement	2,213	2,213
Income - Library Books & Supplies	50	51
Income - Teachers Materials & Supplies	-	1,221
Educator Salary Adjustment	14,778	14,778
Income - Extended Year SpEd	-	-
Total State Revenue	338,790	332,334
Revenue Sources		
Income - Federal IDEA	-	-
Income - Federal School Lunch Program	2,650	-
Income - Fed. Lunch Program - Free & Red	8,992	-
Income - Federal Breakfast Reimbursement	1,775	-
Federal ARRA IDEA	-	-
Income - Title II - Teacher Quality	-	-
Total Federal Revenue	13,417	-
Revenue Sources		
Total Income	367,174	348,548

Lakeview Academy
INCOME STATEMENT
BUDGET TO ACTUAL
8 Months Ended Feb 29, 2012

Wages- Instructional Support	8,917	19,250
Wages- Food Service Personnel	1,952	8,796
Wages- Principals & Directors	6,500	16,000
Wages- Teachers	103,059	237,329
Wages- Teachers- Special Ed	5,228	6,455
Wages- Substitute Teacher	1,791	8,732
Wages - Guidance Personnel	1,625	3,250
Wages - Admin Support Staff	4,083	9,167
Wages- Aide & Paraprofessionals	19,288	55,681
Wages- SpEd Aide & Paraprofess	2,482	8,425
Wages- Maintenance & Custodial	7,021	14,327
	161,946	387,412
Retirement Programs	(4,463)	5,633
Social Security & Medicare Tax	11,214	27,391
Health Benefits	10,328	10,162
Unemployment Insurance	1,026	1,058
Workers Compensation	526	526
Total Benefits	18,631	44,770
Professional & Technical Services 300		
Accounting & Auditing	-	-
Bank Fees	56	49
Legal Fees	-	-
Special Ed Services	8,295	477
Business Admin Services	7,000	-
Payroll Processing	781	565
Information Technology Service	3,076	410
Professional Development	5,169	1,667
Total Outside Services	24,377	3,168
Property Services 400		
Security Expense	-	-
Property Repairs & Maint.	62	1,614
Repairs & Maintenance - Equipment	2,057	-
Lease- Rent Expense	3,358	3,358
Equipment & Storage Rental	-	150
Utilities Expense	7,359	6,436
Total Outside Property Services	12,836	11,558

Lakeview Academy
INCOME STATEMENT
 BUDGET TO ACTUAL
 8 Months Ended Feb 29, 2012

Used Services 500		
Travel - Field Trip Expenses	780	-
Mileage	100	463
Insurance Expense	-	-
Copier Expense	250	250
Telephone- Voice	426	433
Internet Expense	-	1,499
Postage & Mailing Expense	132	12
Advertising & Promotions	-	-
Advertising- General	216	-
Advertising- HR & Background Ck	50	404
Total Other Outside Services	1,954	3,061
Supplies & Materials	-	21
Supplies- Classroom	4,799	464
Supplies - Student Activities	2,829	1,315
Supplies-Physical Education	-	-
Supplies-Medical/First Aid	-	28
Supplies - Testing Materials	-	-
Supplies - Administration	190	472
Supplies- Copier & Printer	480	891
Supplies- Bldg & Prop Maint	-	-
Supplies- Custodial Supplies	-	5,903
Lunch Program--Non Food	251	136
Lunch Program- Food	11,723	4,945
Curriculum & Materials	2,424	721
Curriculum & Materials- SPED	-	-
Library Books & Supplies	-	(4)
Computer Software & Peripherals	-	-
Total Supplies	22,696	14,892
Equipment 700		
Temporary	-	-
Land & Improvements	5,000	-
Equipment- Instruction	252	1,334
Equipment Board	2,566	-
Equipment - Administration	-	923
Equipment- Technology Hardware	-	874
Equipment - Facilities	-	832
Total Equipment	7,818	3,963

Lakeview Academy
INCOME STATEMENT
 BUDGET TO ACTUAL
 8 Months Ended Feb 29, 2012

Other Expenses 800			
Dues & Fees	-	1,100	
Interest Expenses	253,108	-	
Redemption of Principal	-	-	
Other Expense	-	-	
Employee Motivation Expense	-	3,759	
Student Motivation Expense	295	13	
SAC Org Expense	-	950	
License & Tax Expense	-	-	
Fundraising Expenses	-	-	
Board Expenses	-	3,712	
Bond Fees & Expenses	2,725	26	
Total Other Expenses	256,128	9,560	
Total Expenses	506,386	\$ 478,384	
Net Income (Loss)	\$ (139,212)	\$ (129,836)	

SECTION 2 OCTOBER 6, 2011 MINUTES

Lakeview Academy Board of Trustees Meeting

October 6, 2011

Meeting Minutes

I. Roll Call

Tina Smith, Julie Anderegg, Cory Thorson, Joylin Lincoln, Alan Daniels, Justin Turner-excused.

II. Executive Session

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

A motion was made to enter a closed session for the purpose of discussion of litigation matters, acquisition of real property or authorized personal issues.

Tina Smith Aye

Julie Anderegg Aye

Cory Thorson Aye

Joylin Lincoln Aye

Alan Daniels Aye

Justin Turner Aye

IV. Action if any from closed session.

Joylin Lincoln moved to appoint Julie Anderegg and Cory Thorson to explore expansion. The vote was unanimous.

Julie Anderegg moved to table Strategic Development until after new business. The vote was unanimous.

V. Welcome to General Session

VI. Pledge of Allegiance

VII. Reports

Director Reports

a. School Network update, time clock, down time

Mr. Veasey started his presentation by showing a video stating that if you build it they will come. He referred this to getting the school running as it should.

The Read Naturally program has 12 people signed up to be trained. There will be some materials given with the registration of each person. The training is Oct. 27. Star has begun already, there are some of our parents already trained and coming in. We do have enough staff to help those who are showing the extra need. He hopes as they get the programs going they will get those children involved in the program to come up to benchmark.

The school's enrollment has stayed at 732 which is very great for the count. There have been a few that have withdrawn since so this month's enrollment is 729. It is great to have that number.

Business and finance, there were carry over funds from AARA so they have been spent at this time. They have been increasing our capacity for the network. They have installed some more wireless servers.

As for the facilities, the portables are done, they are working with the State to get the occupancy certificates. There is more paperwork to do. They are still working on getting them furnished. Smart boards will be coming at a later date so they are going to move some in the building that are not being used. They hope to get the teachers and students out there soon.

The school was able to get one of the Love and Logic trainers here to train the teachers on Wed. the 19th. Teacher and Board members are welcome to come. Mr. Veasey asked the

teachers what training they still wanted this year and they did say Love and Logic was an area they needed more training.

Red Ribbon week will be coming up. The students should have a lot of fun.

Mr. Veasey stated that camp went good and there were plenty of parent volunteers. The teachers did great at having the kids stay busy. Ms. Morris did a great job, the camp ground was great.

Mr. Veasey will be doing a teaching evaluation. It will be done both with video and he will observe them in person also. This will bring the school closer to the charter.

Tina Smith inquired if they were going over the benchmark scores now or later?

Mr. Veasey went over the benchmark scores. With math those students who may be ahead a grade level was listed as benchmark or above bench.

There was a meeting with 1st grade on reading because there is a big jump from 1st-2nd. The 1st grade teachers can still see students in class that are having problems but with testing it is not showing up and when they get into 2nd they start testing low.

Joylin Lincoln noted that the test scores do not show the drop. Mr Veasey explained those that were having troubles would be in different groups when tested.

Mr. Veasey has asked for a list of specific kids who are struggling and what needs to be worked on.

Julie Anderegg asked if the school might do a summer program for those kids that are struggling. Mr. Veasey stated that there has not been a program and he would have to look at some data to see if there was something that could be done and how we can meet that need.

Tina Smith questioned if the board had approved the dibbles in the past do they need to approve the new program? It was agreed that they would look into it and see if the 6 minute solution needed to have board approval. There was nothing previously approved for 7-9grades, they had just been using a “made up” dibbles for those grades.

Rachael Cochran knew that there were some really bad test scores at the last of the school year and she would really like to see some updated scores so it can help the parents be at ease know things are improving.

Mr. Veasey explained that the results/scores will be put on the school web site so parents can look at them.

VIII. Board Reports

1. Great things we have seen

Cory Thorson is excited about enrollment because it has positive implications regarding funding.

Joylin Lincoln is very excited about the positive buzz she hears in the community and if there have been bad situations they have been resolved very quickly.

Tina Smith also hears such great things and how the faculty meetings have been great and upbeat.

Alan Daniels stated there seems to be more support and positive things going on.

Julie Anderegg likes to listen to the students and how they talk about great things and how they love the principal and they bring the excitement home.

2. Financial Reports

a. Monthly Report, Balance Sheet, Cash flow, Account Reconciliation, Check Register

Mandee Black is still having issues with peach tree and the date filters. She did give the board an updated one that is correct. The board may not need all the reports she is giving they are to let her know.

b. Development of revised 2011-2012 budget

It is still being worked on, the plan is to approve the new budget at the next meeting.

VIX Charter/Governance Training

1. Parent Involvement SAC

Tina Smith outlined the following questions:

Why is parent involvement important?

Why is it important to the students?

What does it look like now?

(questions/answers were put on board, ideas came from those in the room)

Why is parent involvement important?—

- Key to charter movement to bringing the parents and teachers together.
- Parents feel empowered—truly feel needed so parents want to get involved more.
- Satisfaction
- Appreciate teachers
- Provide hands-on learning
- Helps teacher techniques
- The children feel more valued with the parents more involved

→ Give kids more opportunities and will have a richer experience.

→ Students needs are met more fully

→ There is more individualized learning.

→ Parents help maintain the charter implementation.

What can parents do?—

→ SAC Advisory Council

→ Board

→ Club advisors

→ Fundraisers

→ Pals 1 & 2

→ Classroom work, Prep work

→ Fieldtrips, tutoring

→ Subs

→ Input at board meetings

→ Parents on staff

→ Committee members – trust-lands, student recognition, sports, PR

→ Financial contributions

- ↪ Testing
- ↪ Extra curricular
- ↪ School-wide activities
- ↪ Service activities

How does our school differ from others?

- ↪ Seems like the school offers many options so that parents can be involved.
- ↪ Parents can see the outcome in the school.
- ↪ The parents do seem more committed to the kids here.
- ↪ Parents also are welcome to just come into the classroom even if they are not needed right at that time to do something.

How?

- ↪ Communication
 - Specific
 - Personal invite
 - Personal incentive—they see what is in it for them
- ↪ Community involvement?

- Older members- tutor, read, etc
- Education classes
- Partnerships
- Letting people possibly use the building
- ♣ Joylin Lincoln sated we cannot open up the school to other functions that are not non-for profit.
 - ↪ Continue to build on the school's culture
 - ↪ Business partnerships
 - ↪ Use those who are working parents and how they can come in and help out.
 - ↪ Monthly newsletter with volunteer opportunities. Letting people know the possibilities and short periods of time that they can be used. Announce the needs that are needed in the school/classes.
 - ↪ Letting the parents know that they don't have to only volunteer for just their children's classes.

One of the things it talks about in the Charter is that the success of the school is related to parent involvement.

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

Joylin Lincoln read emailed comments :

Hello Lakeview Academy Board of Trustees,

I was wondering if it is possible to have a link from Lakeview's homepage to PowerSchool. Also, I'm not sure if you knew that the Community Council Meeting at Westlake High School was switched to the first Thurs. of every month at 8 p.m. This is a little conflicting for some of us who attend that meeting too.

Thanks so much for all you do for our school!

Deedee Partridge

Rachael Cochran stated she has not been back at any of the Board Meetings this year and she is really excited about the new feeling here. She wondered if anyone was grant writing, is anything being done with that and are we getting any help with that. Is that part of Charter Solutions? She wants to make sure we are tapping into all the money available. Are the middle school students getting the same portions as the elem. Students? Is there something we need to do to have non-relative come in and help with SAC.

X. Board Business

1. Board Roles

Find final copy is in the Board packet and the changes can be viewed.

2. Charter Training schedule review

October 27th 7-8 there is a parent training meeting here on how parents can be involved. Flyers will be going out soon.

3. Review Best Practices Handbook

Tina Smith brought to everyone's attention that the State has issued new standards for the Charter schools.

She brought to the Boards attention the following:

- Student Achievement Level
- Board performance & stewardship
- Financial performance and sustainability
- Student attendance and reenrollment

Max Meyer said the changes are not that substantial. We would want to make sure we are in full compliance if we may want to expand our school in the future. Make sure the way we are doing things comply with the state and the charter.

Tina Smith suggested over the next few months they take a look at the new changes and make sure our school is on board. She thought she might assign out different sections of the standards. Cory would have financial performance and sustainability. Tina and Julie would be in charge of Board performance & Stewardship. Rick would be over students' achievement levels. There may be some board approvals needed. There is a need to look at the new standards and make sure that they are in line with the Charter.

XI. Consent Agenda

1. July 2011 Financials
2. August 2011 Financials
3. September 1, 2011 Minutes
4. Insurance for Portable
5. Gifted and Talented

Cory Thorson motioned to approve the Consent Agenda – The motion passed unanimously.

XII. Action Items

1. Enrollment and Lottery Policy Proposal

Rick Veasey thinks that we should not enroll late in the year.

Joylin Lincoln stated that the public schools have fought the charter schools since charters do not have to accept after the October count. By us staying open after Feb. it is a good PR move. She feels it is not an issue and that we should not change that policy.

Tina Smith asked if we have the option to not take students if it goes above the 750? After 750 we are full and will not get extra funding. When we are below the 750 cap Joylin feels it is a good idea to still take kids.

Rick Vesey's concern is that the students that come in later in the year will not be prepared to come in and start working at our caliber right away. They would be behind academically.

Alan Daniels Would it be better for the student that wants to come to our school to be able to come or just stay at the current school he is in? Mr. Veasey felt it would depend on the student and his needs and the reasons for moving to the school.

Joylin Lincoln feels it may not have anything to do with funding but more looking at staying with the Charter and the feelings that it may cause the other schools to have.

Rachael stated when she was over enrollment when she was on the board, she felt like accepting students through the whole year gives the school a desperate feeling and that if we give the feeling of being capped may have greater benefit. She feels it is better for LV to cap it.

Max Meyers stated financially after Oct. 1st it does not make a difference. For enrollment issue to get to the 750 it does seem it might be better to keep enrollment open longer. He is torn 50/50 on the issue.

Autumn Holiday stated last year it took a lot of time to call through the waiting list and mostly got no's and the ones that did come were difficult students and did not return this year.

Joylin Lincoln stated mathematically speaking we will be the same next year as this year. Gaining enrollment right now will not potentially affect us next year.

Cory Thorson- Considering the financial side of the issue pointed out if we do accept more students we will not get more funding—brought to point g-mail—looking back he could not get an account and people wanted it so bad they paid. Could it be the same with the school? Parents may think differently about pulling kids if they knew they may not get back in.

Tina Smith asked - Are we doing what is best for the individual students?

Julie Anderegg spoke up in favor, she feels it is in the best interest of the students who are here,, the new students may take more time to integrate them in and take that teacher away from the existing students. She feels it would be best not to integrate new students.

Cory Thorson feels our focus should be on those current students at Oct. count and that is who we should concentrate on.

Julie Anderegg moved to approve the changes made to the Enrollment and Lottery Policy. The vote was 3-2 with Joylin Lincoln and Alan Daniels voting no.

2. Charter amendment

Joylin Lincoln went through the charter amendment and the process for approval.

- We have delete the sample lesson plan from the charter located on pages 16-23.
- Changes for the Board would be the removal of board member for conflict of interest. Currently a board member can be removed for conflict of interest: however if a board member follow the state law they regard conflict of interest they should be allowed to remain on the board.

Rachael Cochran wants it written in that IF there is no election than members of SAC can be appointed.

Joylin Lincoln will send out a copy of the charter amendment application to each board member and wants them to look through it and get back with JL

Alan Daniels moved to approve the charter amendment as proposed. The vote was unanimous.

3. Financial Conditions and Activities Policy

Cory Thorson- went over changes (see board packet)

The board would like to give Mr. Veasey more authority with different parameters.

Joylin Lincoln recommends that the blank if filled with a percentage of the budget. And that the number not be greater than 60 days cash on hand.

Cory Thorson recommends that the number be based on 30 days cash on hand.

Tina Smith feels that item number one does not make sense right now.

Cory Thorson recommends that it change “inadequate” instead of too little.

Mandee Black suggested “provide the board with inadequate with a reasonable standard”

Cory Thorson made a motion to approve the Financial Conditions and Activities Policy. The vote was unanimous.

4. Asset Protection Policy

Alan Daniels wanted to know what intellectual property was. It was explained it could be anything from a logo to a program that was developed here.

Joylin Lincoln thinks that line c. of the Asset protection could be deleted.

Delete ABC and change it to makes purchases policy of state law.

Alan Daniels moved to approve the asset protection policy deleting line a, b, and c under section 5 and substituting it to say “follow state law”. The vote was unanimous.

5. Financial conditions and activities Policy

Mr. Veasey questioned the validity of number 1 because Lakeview may spend more than they take in during a given timeframe. What are the debt guidelines?

Tina Smith thinks in section number three we would add without board approval, and section number 7 needs an amount.

Cory Thorson suggested that we may need more time to look at this policy.

Joylin Lincoln moved to table the financial conditions and activities policy. The vote was unanimous.

6. Compensation and Benefits Executive Limitation Policy

Cory Thorson pointed out that this policy would be in conflict with the current benefits policy.

Julie Anderegg moved to table the Compensation and Benefits Executive limitation policy. The vote was unanimous.

XIII. Appointment of SAC members

Joylin Lincoln moved to approve Rachael Cochran, Rachael Chatfield, Kelli Boren, Jamie Holt, Melanie Olney, Kelly Allred, Troy Gustafson, Delana Smith, LeAnn Peterson and Bohdana Allman to the SAC. The vote was unanimous.

Lakeview Academy Board of Trustees Meeting

November 3, 2011

Meeting Minutes

I. Roll Call

Cory Thorson, Alan Daniels, Julie Anderegg, Tina Smith,
Joylin Lincoln

Justin Turner will be late.

II. A motion to enter a closed session for the purpose of discussion of litigation matters, acquisition of real property, or authorized personal issues.

Joylin Lincoln moved to enter a closed session for the purpose of discussion of litigation matters, acquisition of real property, or authorized personal issues.

Tina Smith Aye

Julie Anderegg Aye

Cory Thorson Aye

Joylin Lincoln Aye

Alan Daniels Aye

III. Action if any from closed session.

IV. Executive Session

1. Strategic Development Planning and training

2. Questions about the agenda

V Welcome to General Session

VI. Pledge of Allegiance

VII. Reports

1. Director Reports

Rick Veasey -- Global Ends policy-they are doing fine

PLCs have met. The focus groups get together and put together action plans. They meet twice a month.

There will be some data collections to see how we are going to do on our upcoming test. They will be able to collect some important data to help teachers know what direction to take.

Next year we will be at our full capacity and maybe above what the State will cover. With the new changes it may help us.

Lottery time we will likely be using h-wire to do the lottery and re-enrollment. We are hearing a lot of good things from parents. The Halloween carnival was very well attended. The adults may have had some stress but the kids seem to have not noticed that and had fun.

Finance and IT—the UCAA was completed and we will talk about it in new business-- Mande Black received the official audit and there were no findings. So there are no problems. This report will go to the State. They did talk with the auditor to go over anything that might need to be addressed anyways and anything pointed out has already been addressed this year.

Cory has helped with some improvements on the web site.

The fiber optics should be completed by the end of this month.

Cory Thorson questioned if there would be any further purchases to complete the wireless work. Mr. Veasey said there have already been most purchases made.

The tech work is almost done in the portables, they still needs to have speakers and bells installed.

Special Ed-- there has been training going on... Mr. Veasey will keep the board up to date on numbers of students being help with the programs.

Several openings have been filled this past month. Mr. Veasey will provide the board with the salary agreements and will include all those returning teachers also.

There will be more LVA training so teachers can get comfortable with it. Mr. Veasey has had several emails stating that the teachers are really looking forward to it.

There was a team of 4 trained to be ready for the accreditation visit.

Joylin Lincoln asked if there be a parent on the PLCS. Mr. Veasey did state yes, the SAC is helping fill those positions.

Each PLC is being led by the administration to make sure the goals all are the same.

Tina Smith appreciates the LC notes and reports. She feels the charter is being followed more and the school is getting closer to what it should be.

2. Board Reports

a. Great things we have seen.

Julie Anderegg likes the help the kids are getting at school like with the wax museum and she appreciates the teacher support in not having everything done at home.

3. Financial Reports

- a. Financial Report, Account Reconciliation Report, Balance Sheet Report, Cash Flow Report, Check Register Report

Mandee Black went over some large amounts—

400.45 paying for painting that was done over the summer

521.26—our one-time annual payment--

Tina Smith questioned the budget and the payment—the budget was higher—there will be another bill

700—there was a purchase of the portable sound system and some expenses for the wireless.

Joylin Lincoln questioned 300 is that h wire—its under outside services.. but should go under 300.23 and will be switched back.

500a.23—payroll is the companies expenses and there is an adjustment at the end of the year. There will be a credit in June-- 610M – can we make sure we have middle school enhancement funds in the future

Cory Thorson stated there is a meeting next Thursday to fix the budget.

VIII. Charter/Governance Training

Effectiveness Goals by Cory Thorson

Cory-- decided to change this into a discussion so we can all learn more from it.

The question is “What is an Effectiveness Goal”

ENCOURAGE STUDENT LEARNING	HIGHLY QUALIFIED TEACHERS & STAFF	MAINTAIN OPEN & EFFECTIVE COMMUNICATIONS
Math	What >	SEP's
Language	License up to date	Technology
Science	Professional development Lifelong learning	Survey
Character Development	Mentor	Newsletter
Study Skills	Trained Aids	Website
Arts & Literature	Parents	
Technology		
Parents		

The WHAT – Measures

- Academic
- Other student achievements

Julie Anderegg stated looking at these goals that that any school would need these goals to help the schools.

Tina Smith stated the goals themselves were developed by the founding board

Joylin Lincoln said that the school has set the bar high and has not just wanted to meet the state goals but go above and beyond.

Julie Anderegg was excused at 7:30 pm.

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

No public comment was made.

X. Board Business

1. Accountability Standards-the first one student standards

Tina Smith stated that it's great that with the new accountability standards the state has put forth LV is right on target or above. UPASS she was not sure what score we had we have always passed. Mr. Veasey will put it on them the web site. The board may possibly address the UPASS at a later date about getting it in the charter or global ends policy.

The board will continue to keep looking into the new standards to make sure LV is compliant in all areas as of now.

2. Charter Amendment Application

Joylin Lincoln pointed out that the charter has been amended several time and it has never gone to the State.

Tina will work on A–DEF, she needs additional information. She will work on section 11.. Ashley was asked to on sec 12 Mande will do 14,, Mr. Veasey will take 15 Mande will also do16, and Joylin will do 17. (See Board packet for Amendment Request)

The amendment application will be voted on in the January board meeting.

The board was asked to go over all the changes that have been made so there is a complete Charter taken to the State. There is the issue of 7% match issue that needs to be taken care of.

Joylin Lincoln did bring up the point that with the state that there are a little over 300 seats available to charter schools... she brought to point that next year we may be over our allotted amount and we might want to look at getting more seats assigned to our school. If we are at 775 next year we will not be funded for each child.

How many should our school ask for? Mr. Veasey stated if the school expands like he would like we would be up to 925 students. This makes us 175 seats shy. If we asked for those he feels we would be at those numbers in 3 years. 100 in K-6 and 75 7-9.

Alan Daniels likes the idea of asking for something high. Would they take it away? Joylin does not think so.

Lincoln Fillmore feels if we asked for the seats and we didn't fill it they just might not give us future expansion request... but we can give up the seats if we don't use them.

All the board felt this would be a good idea to look at going in that direction.

Rick Veasey has some concerns with the evaluations and doing them quarterly and the video critique would not work with the requirements now set forth. If an amendment could be

write it in because there is no way he could do it with the staff we have now,, there are too many. Tina stated that she and Joylin would meet with him at a later date to work out the wording.

All changes will be made and voted on at one time.

Rewording number 11 as to where we have to get our insurance should be done also.

Lincoln Fillmore suggested that we not tie our hands on specifics' on retirement and insurance issues.

XI. Consent Agenda

1. September Financial Report
2. June 30, 2011 minutes
3. September 1, 2011 minutes

A motion was made to approve the consent agenda. The vote was unanimous.

XII. Action Items

1. Monitoring Director Performance Policy

Joylin Lincoln thinks this should be discussed at a different time- it was put on this agenda because they thought there would have been time to discuss it at this meeting.

Tina Smith would like to have Mr. Veaseys input on it also and will assign a board member to go over it.

Cory moved to table Monitoring Director Performance Policy. The vote was unanimous.

2. Asset Protection, Capitalizing, and Depreciating for Property and Equipment Policy

Tina Smith stated that this would be turning it over to administration.

Mandee Black stated that item number 10 maybe should be changed to \$1000 (state auditors recommended)

Lincoln Fillmore state that this change is really unnecessary. Mr. Veasey has discussed this with Max and it only is how it looks when we go out to pursue investors. Mandee thinks it is okay to leave it at 5000 and just wanted to bring to the boards attention.

Justin moved to approve the Asset Protection, Capitalizing, and Depreciating for Property and Equipment Policy. The vote was unanimous.

3. Financial Conditions and Activities Policy

Alan moved to approve the Financial Conditions and Activities Policy. The vote was unanimous.

4. Motion to transfer the Advertising, Sponsorship and Material Distribution on Campus Policy to and Administrative Procedure.

Cory Thorson moved to approve the transfer of the Advertising, Sponsorship and Material Distribution on Campus Policy to an Administrative Procedure. The vote was unanimous.

5. Motion to transfer the Video Use Policy to an Administrative Procedure.

Tina Smith brought to point that the board wanted to transfer these two police so that administration has the authority in these areas.

Cory moved to transfer the Video Use Policy to an administrative Procedure. The vote was unanimous.

6. UCA Report

Rick Veasey explained that some of the assurances there is that the board must review and approve the UCA. The UCA is a way we receive a lot of funding. We do not take the Title 1 funds so there is not anything there. The early childhood program will be our k3 program. Lincoln Fillmore explained that this was last year's plan. The assurances have not changed.. It really is that we will follow what legislation requires.

He pointed out future UCA reports would be a little more specific and targeted. It is written that we can make adjustments throughout the year as needed.

Tina Smith pointed out that all the goals in the report does match the Charter.

Justin moved to approve the UCA report. Motion passes with Joylin Lincoln abstaining from the vote.

XIII. New Business

Rick Veasey brought to point that there is a sizable amount of restricted moneys coming in through special ed. We may use this in RTI. It is built into 3 tiers—The first tier students are in the classroom and the teachers are working with these student. This program helps us identify these students. It does take training to do this program. SE has seen this as a need in our school. Participation would be optional for our teachers. This would help teachers also in their evaluations. We would bring in a trainer. First they would come in and explain the program and how it will help the kids. Second teachers who choose to be trained will then pick a student which the will use this program for. They would fill out a form with information. Third part would be the student being approved than they would learn how to implement that program. The first part of the payment would come after the third part and the second would be after they have implemented the plan. It will need to be a full commitment to whole planed in order for the teacher to receive payment. Mr. Veasey was pointing out that the funding would look different so he was bringing it to the board's attention. This would allow the school to spend restricted funds to help the school with what is needed.

Joylin Lincoln had a concern that the funds would be coming from a line item that was not approved. This would show on the revised budget. If amounts needed to changed it will be in the next budget to approve.

Cory Thorson pointed out that there will be meeting next week to work on the budget. He feels Mr. Veasey should be given the authority.

Julie Anderegg had spoken with Tina before she left and stated that she liked this.

Cory Thorson recommends that there does not need to be any board action. All board was okay with not board action.

Joylin Lincoln asked the board permission to change the submission date from Dec. 20th date to Dec. 8th. Mande stated the financials may have to be submitted at a later date. All the board was in agreement with this. No motion necessary.

XIV. Adjourn

SECTION 4 MARCH 1, 2011 MINUTES COPY

Lakeview Academy Board of Trustees Meeting

Minutes March 1, 2012

I. Welcome

II. Roll Call: Cory Thorson, Tina Smith, Alan Daniels, Joylin Lincoln

III. A motion to enter a closed session for the purpose of discussion of litigation matters, acquisition of real property, or authorized personal issues.

No motion was made

IV. Welcome to General session

V. Pledge of Allegiance led by Alan Daniels

V. Reports

1. Director Reports

Mr. Veasey went over the submitted reports.

He mentioned that the training done by teachers was time well spent.

The teachers had put together practice CTE tests for the 4th – 9th grade students to give them a chance to practice. Benchmarks were done to help students prepare for CRT test.

A map was shown that plotted the location of current students. Knowing where students are coming from will help with marketing, traffic flow and enrollment.

The Lottery was completed on February 29, 2012. The lottery was witnessed to make it official. Students were placed and a wait list was compiled. Families should be notified on Monday March 5, 2012.

The 9th grade students have completed their SEOP with 100% attendance by parents.

The 8th grade students SEOP are beginning.

The wireless testing is running well.

Mr. Veasey is meeting with the expansion committee. They have looked at and visited other schools for ideas. They have talked about the needs and wants for the school and the space available. They will have a proposal ready for March 20, 2012.

The special Education Accreditation Visit is April 4-5, 2012. The accreditation team may require a member of the board to attend.

Vicki Crosby was recommended for 4th grade teacher aid vacancy.

Facebook and Twitter are running well. Tina Smith asked about Autumn Halliday to offer training on how to use twitter and facebook.

Joylin Lincoln commented that this is the first year that there have been no withdrawals from the school.

2. Board Reports

There were no questions about board reports

3. Financial Reports

Income Report, Balance Sheet Report, Cash Flow Report, Reconciliation Summary Report, Reconciliation Detail Report

Tina Smith asked about the overage in equipment and repairs. Mandee Black noted that this was due to the portables and was looking for a way to create an account so they don't show as expenses.

Mandee Black noted that the revenue section that showed negative balance in a few places had to do with converting to Quickbooks. Net income for the month showed negative be-

cause January is the month to pay interest on the bond, and is a once a year expense. There are still a few accounts that are mixed up because of the conversion. Mandee plans to have everything converted by April.

Mandee Black is learning to use report writer and will work with that to create a 3 month comparison report available at the next board meeting.

She is working with Mr. Veasey on next years budget and with Max Meyer to create a 5 year plan.

Joylin Lincoln clarified that all financial reports will be included in the consent agenda.

The budget has been delegated to Mandee Black and Mr. Veasey and will be reviewed by Cory Thorson before being submitted to the board.

Cory Thorson asked if there was anything Mr. Veasey needed from the board.

Mr. Veasey stated that the timing is tricky as the budget needs to be submitted before test scores and evaluations come back. He will be working with projected numbers for line items but the bottom line will remain the same. He will be looking for a little flexibility on line items to have some movement to spend money in ways to best help student progress.

Cory Thorson agreed with this approach.

VI. Charter Training

1. Methods of Instruction

Methods of Instruction was postponed as Julie Anderegg was excused from the meeting.

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

Public Email comments:

1. Andrea McOmber

To the Board of Trustees & School Expansion Committee,

I am writing to propose a few suggestions to consider as Lakeview planning its expansion.

1. Put some of the money into building marquee sign outside of Lakeview like those at many of the public schools. As we now have a large park across the street, the sign would be an invaluable marketing method as well as a great way to communicate upcoming events with parents.
2. Build a much larger eating space to allow students more time when eating.
3. Increase the size of the playground & include more toys like tires, tether-ball, etc. This could enable more students to have

recess at the same time as well as making it possible to have a longer recess at lunch time.

4. Have two gyms - one for middle school and one for elementary. Right now it is difficult to elementary to use the gym as middle school has PE in there frequently.

Outside of the expansion:

1. When considering the school schedule next year, I would really like to see the lunch time increased to 30 minutes inside the lunch room. Research has shown that students do best when given a full 30 minutes (not including recess) at lunch for maximum health. (I can provide the research if someone is interested.) The kids are really rushed and also hurry themselves as they have such a short recess.
2. Increase the school lunch recess to 30 minutes separate for lunch. As the students don't have PE frequently, they can really use it to be healthier and happier. It will also help them to pay better attention in class as well as giving teachers more prep time.
3. This year the 5th grade doesn't have an afternoon recess. I have found this to detrimental to my child's learning and I would like to see it brought back.

I realize that teachers have to work hard to get their entire curriculum in a short period of time but I believe taking more time for eating healthy and exercising will enable students to

pay better attention, increase overall health and learn more quickly.

Thank you for all you do,

Andrea McOmber

There was no additional public comment.

VIX. Consent Agenda

1. January Financials
2. February 2, 2012 minutes
3. Documents Relating to Purchase of property at 461 W 400 N

Motion made by Alan Daniels to approve consent agenda (January financials, February 2, 2012 minutes and documents relating to purchase of property at 461 W 400 N). The motion passed

X. Policy Review

How does this policy support the charter, global policies, and state law? Is it effective? How do we know it is effective (direct inspection, data, audit)? Do we need to make any changes?

1. Nutrition and Physical Wellness Policy

The Nutrition and Physical wellness Policy was reviewed to ensure that it supports the charter, global policies and state law. The guidelines are there to support state law and upon review is compliant with state law.

Mr. Veasey stated that the policy is effective and is also flexible enough to allow teachers the ability to make their activities possible such as the movement done in class and the transition activities that allow the children to be active. Mr. Veasey does direct inspection of this policy and ensures that healthy snack options are available at school activities.

The policy was determined to support state law.

It was determined that the policy is effective as measured through direct inspection.

There are no changes needed at this time.

2. Purchase Policy:

The purchase policy was reviewed to ensure that it supports the chart, global policies and state law.

The policy supports the charter and ensures that the purchases made by the school stay within the budget and that programs are funded well enough to succeed.

The policy is in accordance with state law and global policies.

The policy is effective. It is reviewed by the board and the financial director to make sure that all purchases are in compliance.

Cory Thorson recommended that the wording in Section 9 be changed to say “reasonably”.

Mr. Veasey recommended a clause to say “shall inform the board of excessive overages”.

Tina Smith asked that the board work out the language to bring to board meeting.

Cory Thorson asked about the multiple signatures required to purchase and how that impacts emergency spending when more than one of the signers is not available.

Mandee Black noted that there are charge cards available at the school to cover emergency spending in those cases. She further noted that the multiple signatures are required in the bylaws.

Tina Smith asked for Mandee Black’s recommendation. Mandee stated that the cards should cover any emergency spending needed and that it is not worth changing the bylaws. Even-

tually, transition so that there may be multiple signers at the school and lessen the burden on the board.

It was recommended by Cory Thorson that Section 9 be reviewed at April board meeting.

Max Meyer made comment on section 4. Suggested that wording of “lowest bid” should be changed to “best value”.

Mandee Black commented that the wording came from the state procurement code and as long as documentation is provided explaining why the lowest bid was rejected and another was accepted it is within code.

Max Meyer asked if we have a site advisory board. Tina Smith replied that we do.

The policy was determined to support state law.

It was determined that the policy is effective as measured through direct inspection and contracted audits.

Cory Thorson will work with Charter solutions to change the purchase policy and then will bring it to the April board meeting as an action item.

XI. Action Items

1. Board Resolution Reimbursement Bonds

This was introduced by Joylin Lincoln. This document was requested by attorney. It is a requirement that board approve this to ensure future purchasing. When we build we will do a bond for it. The recent property purchase was done with cash. This document allows school to pay itself back and refinance land into a bond at a future time if desired.

Tina Smith asked if not doing so will tie the hands of the board and the school.

Joylin Lincoln replied that if board doesn't sign they cannot go back. It does not hold us to a refinance it just gives us the option and recommends that it be signed.

Max Meyer stated that this is totally standard and it is to our advantage to sign it.

Joylin Lincoln clarified that the bond is not like the Alpine School District bonds that appear on the ballot. Lakeview academy's bond is more like a mortgage done through investors and not tax payers.

Cory Thorson asked if this was coming through the bond holders or that state.

Tina Smith replied that it is coming from the lawyer.

There was not public comment on the Board Resolution Reimbursement Bonds.

Motion was made by Cory Thorson to Approve the Board Resolution Reimbursement Bonds. The Motion passed unanimously.

2. 2012-2013 Academic Calendar

Mr. Veasey introduced the calendar in the packet. He talked about why the school starts early. The early start supports the enrollment effort. This gives students a chance to try out Lakeview before traditional school starts to see if they like it. This gives the school a chance. Winter Break begins on Monday in the best interest of the students as opposed to the Alpine School District Calendar.

A second option for the academic calendar was introduced and shown at the meeting. This option was made due to conflicts of 20-30 students that would be impacted by the August 13th start date.

Public email comments:

Guy Johnson –

As you are planning calendar events for next school year will you try to have parent teacher conferences be set at the same dates of Willowcreek Jr. High in Lehi. Guy Johnson

Jason and DeeDee Partridge –

Dear Board of Trustees,

We really want to thank all of you for your hard work! We know it takes a lot of work to run a school and we do pray for you. We have a couple of comments and hope they will be taken as ways to help improve the school.

First, my husband and I have had a hard time logging our volunteer hours. Would it be possible to have an e-mail sent out to all the parents on how to go about logging in our hours? We would like specific instructions if that is possible. We just tried recently and had no success.

Second, we were wondering about the gifted training that all the teachers received. Is that something that the teachers are implementing into their instruction throughout the whole school?

Also, we wanted to make a comment from last month's meeting about worksheets. Our son has to do them every day and he hates them. Is this required in all math classes or just first grade? Thanks for your time!

We really appreciate all that you do,

Jason and Deedee Partridge

Lisa Morris –

Dear Board of Trustees and Administration~

Thank you for getting out the packet so we have time to review the

upcoming BOT meeting. So much to be excited about!

However, I'd like to express an opinion about the school calendar for

next year. Starting the 13th of August seems very EARLY-- and hot. It

seems like most families still have things going on with their extended

families/vacations and camps. If there is any way to push back the

start date a week, I think it could be beneficial to many.

In our family, my oldest daughter will be missing the first week of

school if the current calendar stands. Due to a new stake creation,

girl's camp is scheduled for Aug. 13-17th. Unfortunately, this was the

only week left for our stake to get since most stakes schedule so far in

advance. This will affect at least 19 other students attending Lakeview.

I realize that the calendar is tricky to manipulate to meet all of

the state requirements and hopes of parents. I just appreciate you considering delaying the start of school by one week.

Many thanks for your continued hard work and dedication.

Lisa Morris

Parent of Anne (6th) , Matthew (4th), Micah (1st) and Emily (K--next year)

LeAnn Peterson-

I would like to see our Lakeview calendar line up as much as possible with the Alpine District's calendar. Now that many of us are starting to have older kids attend the high school, it just makes sense to try to align our calendar with the district's calendar. It's hard to take family vacations when some kids need to be in school and some do not.

Thanks,

LeAnn Peterson

Rachael Cochran-

I will be unable to attend and wanted to comment on the school calendar. I have a hard time with the start date. I know some wards have girls camp scheduled this week and undoubtedly there are other camps and activities still happening this week. I feel it is just too early. Please consider starting the fol-

lowing week.

thanks for your time

Rachael Cochran

Public comment:

Rebecca Bonsley stated that she likes not having to come back after memorial day. It is a waste of time. She is sympathetic with camp schedule that is causing the concerns for so many students.

Tonya Miner: stated that both options are fine. She would like to see shorter winter break and not come back after memorial day. Use the days of winter break to advantage in curriculum.

Angela Adzima stated that coming back after Memorial Day would be hard as a teacher and for students. She asked how Monday start day would affect hot dog hello day.

Mr. Veasey replied that with the new calendar there are 4 days after Memorial Day to recover. To take it out of Christmas we would have the last day be the 20th of December. He stated that Hot dog hello needs to be planned and date determined. It could be held before students return.

Rob Hurtzler stated that he liked the idea of shortening winter break. He noted that Alpine School District came out with calendar months ago. Can Lakeview decide on calendar earlier in the year so families can plan.

Tina Smith: she made note that girl's camp plans were due to stake split and could not be avoided. They were not due short-sightedness on part of person planning camp.

Board Comment:

Alan Daniels: Agreed with comments about Memorial Day and made some recommendations. He recommended that school start on August 20th and Lakeview keep with Alpine School District on Winter break by holding school on December 17, 18, and 19. The other days could be recouped on Aug 16-17. A professional development day could be held Jan 22.

Joylin Lincoln commented on Alan's proposal that start day should be left on August 20 and take out vacation day on October 11.

Cory Thorson clarified that we don't want to come back after Memorial day we just have to find 4 days.

Mr. Veasey : Stated that the option of starting on 13th is best for administration and enrollment. It gives us a chance to offer seat to someone on wait list in place of students that don't show on first day. Helps to accomplish ends goal of enrollment.

Public comment:

Kelly Boren –Stated that she has children in high school and having 2 different calendars is very difficult. They are not done with summer yet. She wants to protect time with kids and family and a calendar that is closely aligned helps with kids in two schools.

Cory Thorson stated that this issue administrative and he will vote for whatever Mr. Veasey suggests.

Diane Thurman: Stated that August 13th is really early to start school. Coming back after Memorial Day can be done with field day, parties and clean up with last day as early out. Last week of school looks the same whether before or after Memorial Day. She likes the idea of starting on Thursday.

Erin: likes the longer Christmas break.

Joylin Lincoln made motion to table calendar until later in meeting. The motion passed.

Mr. Veasey presented option based on comments and feedback. Proposed academic calendar will have start day of August 16 and students will go to school through December 18 and will return from winter break on January 2, 2013. School will end on May 24. October 11 was added as a no school day.

There was no public comment.

There was no board comment.

Cory Thorson made motion to approve 2012-2013 calendar as outlined by Mr. Veasey. The motion passed.

Joylin Lincoln recommended that future calendars be planned in summer work session.

VII. Board Business

1. Governance Training:

Tina Smith introduced Board Wiser Plus. Each board meeting will contain 15-20 minutes of training to make sure all board members are on the same page and to make any adjustments needed. This training is helpful to bondholders and risk management to see that we are continuing to develop and receive training.

The program is being paid for by the state and they want a copy of minutes for verification that training is occurring, and it is required by the state.

A copy of the DVDs were passed out to all board members.

Tina Smith asked Alan Daniels to be in charge of the newsletter.

2. Board Evaluation:

Board evaluations are part of governance. The board does reviews on the director and on self.

Mr. Veasey, Max Meyers and Lincoln Fillmore were asked to evaluate the board. They were asked for feedback on policies, charter and the end policy.

Cory Thorson recommended that feedback be reviewed in detail at strategic meeting

Joylin Lincoln recommended that feedback be reviewed in detail at strategic meeting because board is missing two members tonight.

Mr. Veasey will write up his review and submit it for next month. He stated that there is nothing that needs immediate attention.

Motion made by Joylin Lincoln to table board evaluation until June meeting. Motion passed.

3. New Business:

Common Core was introduced as new business.

Joylin Lincoln noted that Lakeview curriculum must mesh with Common Core.

Cory Thorson asked if there is anything in the bill that has relevance to us as a board and Lakeview in writing policies or if it just for review and not necessarily action.

Tina Smith noted that she receives a bill tracker email update weekly that contains all of the bills that relate to education and charter schools. She will forward those to the board members.

Joylin Lincoln mentioned that there is a meeting on March 20 on the new state Common Core.

XIII. Executive Session

1. Strategic Development, Planning and Training

Tina Smith recommended a retreat to meet with Mr. Veasey and staff to develop 1-3 and 5 year plans, calendar, training and policy review.

A date was tentatively set for June 1-2, 2012.

A training conference is being held June 12-13 at the South Towne Expo Center.

Motion made by Cory Thorson to adjourn. Motion passed.

SECTION 5 COMPENSATION AGREEMENT TEACHER

Job Title: Teacher

SECTION ONE

Parties and Policies

This Compensation Agreement (“Agreement”) is between [Insert Employee Name] (“Employee”) and Lakeview Academy of Science, Arts and Technology (“School”), a Charter School located at 527 West 400 North, Saratoga Springs, UT 84045, during the period of August 16, 2011 through August 15, 2012, except upon early termination by either party.

This Agreement represents the entire agreement regarding wages or salary between Employee and the School. This Agreement supersedes any other agreement, either written or verbal. This Agreement may only be amended in writing. Employee acknowledges his or her understanding that verbal amendments are non-binding. Lakeview Academy is an at-will employer. Either the Employee or the School can terminate employment at any time, with or without cause, and with or without notice. This Agreement is not an employment contract and does not represent a guarantee of employment or compensation for the entire period specified above or a fixed term.

Employee will follow School policies as outlined in the Employee Handbook, Policy Manual, Job Description, written memos and emails, and any other documents and policies that the School has adopted or may adopt at any time. School may, at its sole discretion, modify, eliminate, change or revise policies as situations or circumstances warrant and from time to time, but will never change its at-will employment policy. Modification to policy will modify, eliminate or supersede the policies, procedures or programs outlined in Employee Handbooks, Policy Manuals or the Job Description. The School is a Drug Free Workplace as defined by the Drug Free Workplace Act. Employee acknowledges that the School may require drug testing of any employee, with or without cause and without notice. Refusal to take drug or alcohol testing will be grounds for immediate termination. Arrests and/or convictions for illegal alcohol or drug related behavior may result in termination of employment. Employee acknowledges the School’s Harassment Policy as outlined in the Employee Handbooks and/or Policy Manuals and understands that Harassment is unlawful and will not be tolerated by the School.

SECTION TWO

Assignment and Schedule

Employee will perform work as outlined in the Job Description and in accordance with school policy as outlined in the Employee Handbook. By signing this Agreement, Employee is acknowledging receipt of the Job Description and Employee Handbook and agrees to perform work as described in those

documents, and as directed by the school director or principal.

Employee will perform work on campus during work hours on in-session days with preparation, grading, etc. completed either on or off campus outside of regular in-session work hours. Employee will also attend other meetings and training sessions required by the State and other meetings as requested by the School's director or principal. The Employee will work 186 in-session days for the period of this Agreement.

This position is exempt from overtime provisions of the Fair Labor Standards Act (FLSA) and Employee may be regularly required to work extended hours to complete Essential Job Functions as outlined in the Job Description. Employee may be required to attend evening or Saturday school meetings, conferences or events outside of the regular School day hours as directed by the school principal or director. There may be additional staff development days that Employee may be invited or required to attend during the School year or summer break – such as special workshops or conferences, as outlined by the school principal or director. Occasionally, these may require travel.

Certified teachers and administrators are responsible to maintain and renew their teaching or administrative license at the Utah State Office of Education, including a criminal background check. If a teacher or administrator's license expires or certification is not renewed for any reason, employment may be terminated.

SECTION THREE

Compensation

For the work outlined in the Job Description for the entire period of this agreement, Employee will be paid a base salary of \$[Insert Monthly Wage with comma].00 per month, which will be paid on a monthly basis over twelve (12) months. If employment is terminated prior to the end of the Agreement period, or if Employee is on unpaid leave at any time during the agreement period, salary will be prorated proportionate to the number of days worked out of the scheduled days, and the final, prorated payment will be made on the regular pay day for the pay period that includes the date of termination, if applicable, or the beginning date of unpaid leave. Neither party shall have any claim for wages or services beyond the termination or unpaid leave date.

SECTION FOUR

Other Benefits and Compensation

Full-time employees (employees who are scheduled to work 32 or more hours per week) accrue Paid Time Off (PTO) at the rate of 8 hours for each monthly pay period worked, up to a maximum of 80 hours (10 days) per year. The 10 days PTO are made available for times of illness and other events that require you to be away from school. It is expected that you

schedule personal appointments outside of school hours whenever possible. Any time off taken in excess of 10 PTO days will be deducted from your pay.

Full-time employees are eligible for group health benefits. Employee acknowledges that they have received group health benefit information, as applicable upon eligibility, and that Employee may qualify for the Family and Medical Leave Act and potential COBRA rights as determined by law. Refer to information in the health benefits enrollment packet and the Employee Handbook for group health benefit details.

Full-time employees are eligible to participate in the School's retirement plan with specific terms and benefits as outlined in the current Summary Plan Description. The plan, though not routinely amended or changed, is subject to amendment or change at the discretion of the School.

SECTION FIVE

School Property, Materials and Supplies

Employee will use School's property, equipment, materials and supplies (Materials) in performing the Essential Job Functions as outlined in the Job Description. All Materials issued to the Employee and all Materials paid for with School funds, including Materials procured by the Employee and reim-

bursed with School funds remain the property of the School upon termination of employment. If Materials are missing or damaged upon termination, the School may deduct replacement costs, repair costs or cleaning costs from an Employees paycheck, including their final paycheck.

All intellectual property created, invented, developed, written or composed by Employee in their capacity as an Employee of the School and during compensable time shall remain the property of the School perpetually, except by express written authorization of the Chairperson of the Board of Trustees after a favorable Board vote.

SECTION SIX

Confidentiality

The terms of this agreement are confidential between Employee and School as permitted by law. Neither party shall discuss the terms of this Agreement with other School Employees or other parties that do not, by the School's definition, have a business need to know. Notwithstanding the above the School will provide information about this Agreement as required by law.

Employee will have access to confidential student information and agrees to maintain confidentiality during employment and perpetually upon termination of employment for any reason.

SECTION SEVEN

Attest

Lakeview Academy is an at-will employer. Either party can terminate employment at any time, with or without cause, and with or without notice. This Agreement is not an employment contract and does not represent a guarantee of employment or compensation for the entire period specified above. This Wage Agreement shall not create any expectation of continued employment.

This letter represents our understanding of your employment and supersedes any and all agreements, oral and/or written, between you and the School with respect to the subject matter of this Wage Agreement. School leaders are available to discuss your employment as needed.

Employee and School agree to use an arbitrator in the event of employment dispute. The School reserves the right to assign this agreement upon transfer of ownership or control of the School or Board of Trustees. If any portion of this Agreement is deemed by a court of competent jurisdiction to be nonbinding, it shall not affect any other portion of the Agreement.

The parties below understand and agree to the above.

SECTION 6 COMPENSATION AGREEMENT SCHOOL
DIRECTOR

Job Title: School Director or Principal

SECTION ONE

Parties and Policies

This Compensation Agreement (“Agreement”) is between [Insert Employee Name] (“Employee”) and Lakeview Academy of Science, Arts and Technology (“School”), a Charter School located at 527 West 400 North, Saratoga Springs, UT 84045 during the period of August 16, 2011 through August 15, 2012, except upon early termination by either party.

This Agreement represents the entire agreement regarding wages or salary between Employee and the School. This Agreement supersedes any other agreement, either written or verbal. This Agreement may only be amended in writing. Employee acknowledges his or her understanding that verbal amendments are non-binding. Lakeview Academy is an at-will employer. Either the Employee or the School can terminate employment at any time, with or without cause, and with or without notice. This Agreement is not an employment contract and does not represent a guarantee of employment or compensation for the entire period specified above or a fixed

term.

Employee will follow School policies as outlined in the Employee Handbook, Policy Manual, Job Description, written memos and emails, and any other documents and policies that the School has adopted or may adopt at any time. School may, at its sole discretion, modify, eliminate, change or revise policies as situations or circumstances warrant and from time to time, but will never change its at-will employment policy. Modification to policy will modify, eliminate or supersede the policies, procedures or programs outlined in Employee Handbooks, Policy Manuals or the Job Description. The School is a Drug Free Workplace as defined by the Drug Free Workplace Act. Employee acknowledges that the School may require drug testing of any employee, with or without cause and without notice. Refusal to take drug or alcohol testing will be grounds for immediate termination. Arrests and/or convictions for illegal alcohol or drug related behavior may result in termination of employment. Employee acknowledges the School’s Harassment Policy as outlined in the Employee Handbooks and/or Policy Manuals and understands that Harassment is unlawful and will not be tolerated by the School.

SECTION TWO

Assignment and Schedule

Employee will perform work as outlined in the Job Description and in accordance with school policy as outlined in the Employee Handbook. By signing this Agreement, Employee is acknowledging receipt of the Job Description and Employee Handbook and agrees to perform work as described in those documents, and as directed by the Board of Trustees.

Employee will perform work on campus during work hours on in-session days with preparation, grading, etc. completed either on or off campus outside of regular in-session work hours. Employee will also attend regular Board of Trustee meetings, other meetings and training sessions required by the State and other meetings as requested by the School's Board of Trustees. The Employee will work 235 in-session days for the period of this Agreement.

This position is exempt from overtime provisions of the Fair Labor Standards Act (FLSA) and Employee may be regularly required to work extended hours to complete Essential Job Functions as outlined in the Job Description. Employee may be required to attend evening or Saturday school meetings, conferences or events outside of the regular School day hours as directed by the Board of Trustees. There may be additional staff development days that Employee may be invited or required to attend during the School year or summer break – such as special workshops or conferences, as outlined by the Board of Trustees. Occasionally, these may require travel.

Certified teachers and administrators are responsible to maintain and renew their teaching or administrative license at the Utah State Office of Education, including a criminal background check. If a teacher or administrator's license expires or certification is not renewed for any reason, employment may be terminated.

SECTION THREE

Compensation

For the work outlined in the Job Description for the entire period of this agreement, Employee will be paid a base salary of \$[Insert Wage with comma].00 per year, which will be paid on a monthly basis over twelve (12) months. If employment is terminated prior to the end of the Agreement period, or if Employee is on unpaid leave at any time during the agreement period, salary will be prorated proportionate to the number of days worked out of the scheduled days, and the final, prorated payment will be made on the regular pay day for the pay period that includes the date of termination, if applicable, or the beginning date of unpaid leave. Neither party shall have any claim for wages or services beyond the termination or unpaid leave date.

SECTION FOUR

Other Benefits and Compensation

Administrative staff accrues Paid Time Off (PTO) at the rate of 8 hours for each monthly pay period worked, up to a maximum of 96 hours (12 days) per year. The 12 days PTO are made available for times of illness and other events that require you to be away from school. It is expected that you schedule personal appointments outside of school hours whenever possible. Any time off taken in excess of 12 PTO days will be deducted from your pay.

Full-time employees are eligible for group health benefits. Employee acknowledges that they have received group health benefit information, as applicable upon eligibility, and that Employee may qualify for the Family and Medical Leave Act and potential COBRA rights as determined by law. Refer to information in the health benefits enrollment packet and the Employee Handbook for group health benefit details.

Full-time employees are eligible to participate in the School's retirement plan with specific terms and benefits as outlined in the current Summary Plan Description. The plan, though not routinely amended or changed, is subject to amendment or change at the discretion of the School.

SECTION FIVE

School Property, Materials and Supplies

Employee will use School's property, equipment, materials and supplies (Materials) in performing the Essential Job Functions as outlined in the Job Description. All Materials issued to the Employee and all Materials paid for with School funds, including Materials procured by the Employee and reimbursed with School funds remain the property of the School upon termination of employment. If Materials are missing or damaged upon termination, the School may deduct replacement costs, repair costs or cleaning costs from an Employees paycheck, including their final paycheck.

All intellectual property created, invented, developed, written or composed by Employee in their capacity as an Employee of the School and during compensable time shall remain the property of the School perpetually, except by express written authorization of the Chairperson of the Board of Trustees after a favorable Board vote.

SECTION SIX

Confidentiality

The terms of this agreement are confidential between Employee and School as permitted by law. Neither party shall discuss the terms of this Agreement with other School Employees or other parties that do not, by the School's definition, have a business need to know. Notwithstanding the above the School will provide information about this Agreement as required by law.

Employee will have access to confidential student information and agrees to maintain confidentiality during employment and perpetually upon termination of employment for any reason.

SECTION SEVEN

Attest

Lakeview Academy is an at-will employer. Either party can terminate employment at any time, with or without cause, and with or without notice. This Agreement is not an employment contract and does not represent a guarantee of employment or compensation for the entire period specified above. This

Wage Agreement shall not create any expectation of continued employment.

This letter represents our understanding of your employment and supersedes any and all agreements, oral and/or written, between you and the School with respect to the subject matter of this Wage Agreement. School leaders are available to discuss your employment as needed.

Employee and School agree to use an arbitrator in the event of employment dispute. The School reserves the right to assign this agreement upon transfer of ownership or control of the School or Board of Trustees. If any portion of this Agreement is deemed by a court of competent jurisdiction to be nonbinding, it shall not affect any other portion of the Agreement.

The parties below understand and agree to the above.

SECTION 7 COMPENSATION AGREEMENT STAFF EX-EMPT

Job Title: Staff Exempt (insert Lunch, maintenance, etc)

SECTION ONE

Parties and Policies

This Compensation Agreement (“Agreement”) is between [Insert Employee Name] (“Employee”) and Lakeview Academy of Science, Arts and Technology (“School”), a Charter School located at 527 West 400 North, Saratoga Springs, UT 84045, during the period of August 16, 2011 through August 15, 2012, except upon early termination by either party.

This Agreement represents the entire agreement regarding wages or salary between Employee and the School. This Agreement supersedes any other agreement, either written or verbal. This Agreement may only be amended in writing. Employee acknowledges his or her understanding that verbal amendments are non-binding. Lakeview Academy is an at-will employer. Either the Employee or the School can terminate employment at any time, with or without cause, and with or without notice. This Agreement is not an employment contract and does not represent a guarantee of employment or compensation for the entire period specified above or a fixed

term.

Employee will follow School policies as outlined in the Employee Handbook, Policy Manual, Job Description, written memos and emails, and any other documents and policies that the School has adopted or may adopt at any time. School may, at its sole discretion, modify, eliminate, change or revise policies as situations or circumstances warrant and from time to time, but will never change its at-will employment policy. Modification to policy will modify, eliminate or supersede the policies, procedures or programs outlined in Employee Handbooks, Policy Manuals or the Job Description. The School is a Drug Free Workplace as defined by the Drug Free Workplace Act. Employee acknowledges that the School may require drug testing of any employee, with or without cause and without notice. Refusal to take drug or alcohol testing will be grounds for immediate termination. Arrests and/or convictions for illegal alcohol or drug related behavior may result in termination of employment. Employee acknowledges the School’s Harassment Policy as outlined in the Employee Handbooks and/or Policy Manuals and understands that Harassment is unlawful and will not be tolerated by the School.

SECTION TWO

Assignment and Schedule

Employee will perform work as outlined in the Job Description and in accordance with school policy as outlined in the Employee Handbook. By signing this Agreement, Employee is acknowledging receipt of the Job Description and Employee Handbook and agrees to perform work as described in those documents, and as directed by the school director or principal.

Employee will perform work on campus during work hours on in-session days. Employee will also attend other meetings and training sessions required by the State and other meetings as requested by the School's director or principal. The Employee will work in-session days and training days for the period of this Agreement.

This position is exempt from overtime provisions of the Fair Labor Standards Act (FLSA) and Employee may be regularly required to work extended hours to complete Essential Job Functions as outlined in the Job Description. Employee may be required to attend evening or Saturday school meetings, conferences or events outside of the regular School day hours as directed by the school principal or director. There may be additional staff development days that Employee may be invited or required to attend during the School year or summer break – such as special workshops or conferences, as outlined by the school principal or director. Occasionally, these may require travel.

SECTION THREE

Compensation

For the work outlined in the Job Description for the entire period of this agreement, Employee will be paid a base salary of \$[Insert Monthly Wage with comma].00 per month, which will be paid on a monthly basis over twelve (12) months. If employment is terminated prior to the end of the Agreement period, or if Employee is on unpaid leave at any time during the agreement period, salary will be prorated proportionate to the number of days worked out of the scheduled days, and the final, prorated payment will be made on the regular pay day for the pay period that includes the date of termination, if applicable, or the beginning date of unpaid leave. Neither party shall have any claim for wages or services beyond the termination or unpaid leave date.

SECTION FOUR

Other Benefits and Compensation

Full-time employees (employees who are scheduled to work 32 or more hours per week) accrue Paid Time Off (PTO) at the

rate of 8 hours for each monthly pay period worked, up to a maximum of 80 hours (10 days) per year. The 10 days PTO are made available for times of illness and other events that require you to be away from school. It is expected that you schedule personal appointments outside of school hours whenever possible. Any time off taken in excess of 10 PTO days will be deducted from your pay.

Full-time employees are eligible for group health benefits. Employee acknowledges that they have received group health benefit information, as applicable upon eligibility, and that Employee may qualify for the Family and Medical Leave Act and potential COBRA rights as determined by law. Refer to information in the health benefits enrollment packet and the Employee Handbook for group health benefit details.

Full-time employees are eligible to participate in the School's retirement plan with specific terms and benefits as outlined in the current Summary Plan Description. The plan, though not routinely amended or changed, is subject to amendment or change at the discretion of the School.

SECTION FIVE

School Property, Materials and Supplies

Employee will use School's property, equipment, materials and supplies (Materials) in performing the Essential Job Functions as outlined in the Job Description. All Materials issued to the Employee and all Materials paid for with School funds, including Materials procured by the Employee and reimbursed with School funds remain the property of the School upon termination of employment. If Materials are missing or damaged upon termination, the School may deduct replacement costs, repair costs or cleaning costs from an Employees paycheck, including their final paycheck.

All intellectual property created, invented, developed, written or composed by Employee in their capacity as an Employee of the School and during compensable time shall remain the property of the School perpetually, except by express written authorization of the Chairperson of the Board of Trustees after a favorable Board vote.

SECTION SIX

Confidentiality

The terms of this agreement are confidential between Employee and School as permitted by law. Neither party shall discuss the terms of this Agreement with other School Employees or other parties that do not, by the School's definition, have a

business need to know. Notwithstanding the above the School will provide information about this Agreement as required by law.

Employee will have access to confidential student information and agrees to maintain confidentiality during employment and perpetually upon termination of employment for any reason.

SECTION SEVEN

Attest

Lakeview Academy is an at-will employer. Either party can terminate employment at any time, with or without cause, and with or without notice. This Agreement is not an employment contract and does not represent a guarantee of employment or compensation for the entire period specified above. This Wage Agreement shall not create any expectation of continued employment.

This letter represents our understanding of your employment and supersedes any and all agreements, oral and/or written, between you and the School with respect to the subject matter of this Wage Agreement. School leaders are available to discuss your employment as needed.

Employee and School agree to use an arbitrator in the event of employment dispute. The School reserves the right to assign this agreement upon transfer of ownership or control of the School or Board of Trustees. If any portion of this Agreement is deemed by a court of competent jurisdiction to be nonbinding, it shall not affect any other portion of the Agreement.

The parties below understand and agree to the above.

SECTION 8 COMPENSATION AGREEMENT NON-EXEMPT HOURLY

Job Title: Non-Exempt Hourly

(Insert TA, Lunch staff, Janitorial, etc.)

SECTION ONE

Parties and Policies

This Compensation Agreement (“Agreement”) is between [Insert Employee Name] (“Employee”) and Lakeview Academy of Science, Arts and Technology (“School”), a Charter School located at 527 West 400 North, Saratoga Springs, UT 84045, during the period of August 16, 2011 through August 15, 2012, except upon early termination by either party.

This Agreement represents the entire agreement regarding wages or salary between Employee and the School. This Agreement supersedes any other agreement, either written or verbal. This Agreement may only be amended in writing. Employee acknowledges his or her understanding that verbal amendments are non-binding. Lakeview Academy is an at-will employer. Either the Employee or the School can terminate employment at any time, with or without cause, and with or without notice. This Agreement is not an employment con-

tract and does not represent a guarantee of employment or compensation for the entire period specified above or a fixed term.

Employee will follow School policies as outlined in the Employee Handbook, Policy Manual, Job Description, written memos and emails, and any other documents and policies that the School has adopted or may adopt at any time. School may, at its sole discretion, modify, eliminate, change or revise policies as situations or circumstances warrant and from time to time, but will never change its at-will employment policy. Modification to policy will modify, eliminate or supersede the policies, procedures or programs outlined in Employee Handbooks, Policy Manuals or the Job Description. The School is a Drug Free Workplace as defined by the Drug Free Workplace Act. Employee acknowledges that the School may require drug testing of any employee, with or without cause and without notice. Refusal to take drug or alcohol testing will be grounds for immediate termination. Arrests and/or convictions for illegal alcohol or drug related behavior may result in termination of employment. Employee acknowledges the School’s Harassment Policy as outlined in the Employee Handbooks and/or Policy Manuals and understands that Harassment is unlawful and will not be tolerated by the School.

SECTION TWO

Assignment and Schedule

Employee will perform work as outlined in the Job Description and in accordance with school policy as outlined in the Employee Handbook. By signing this Agreement, Employee is acknowledging receipt of the Job Description and Employee Handbook and agrees to perform work as described in those documents, and as directed by the school director or principal.

Employee will perform work on campus during work hours on in-session days. Employee will also attend other meetings and training sessions required by the State and other meetings as requested by the School's director or principal. The Employee will work _____ in-session days and _____ training days for the period of this Agreement.

Hours: _____ to _____ . Hours Scheduled per week
.

Not to exceed total of _____ hrs per week.

Employee may be required to attend evening or Saturday school meetings, conferences or events outside of the regular School day hours as directed by the school principal or director. There may be additional staff development days that Em-

ployee may be invited or required to attend during the School year or summer break – such as special workshops or conferences, as outlined by the school principal or director. Occasionally, these may require travel.

SECTION THREE

Compensation

For the work outlined in the Job Description for the entire period of this agreement, Employee will be paid a base salary of \$[Insert Monthly Wage with comma].00 per month, which will be paid on a monthly basis. If employment is terminated prior to the end of the Agreement period, or if Employee is on unpaid leave at any time during the agreement period, the final payment will be made on the regular pay day for the pay period that includes the date of termination, if applicable, or the beginning date of unpaid leave. Neither party shall have any claim for wages or services beyond the termination or unpaid leave date.

SECTION FOUR

Other Benefits and Compensation

Full-time employees (employees who are scheduled to work 32 or more hours per week) accrue Paid Time Off (PTO) at the rate of 8 hours for each monthly pay period worked, up to a maximum of 80 hours (10 days) per year. The 10 days PTO are made available for times of illness and other events that require you to be away from school. It is expected that you schedule personal appointments outside of school hours whenever possible. Any time off taken in excess of 10 PTO days will be deducted from your pay.

Full-time employees are eligible for group health benefits. Employee acknowledges that they have received group health benefit information, as applicable upon eligibility, and that Employee may qualify for the Family and Medical Leave Act and potential COBRA rights as determined by law. Refer to information in the health benefits enrollment packet and the Employee Handbook for group health benefit details.

Full-time employees are eligible to participate in the School's retirement plan with specific terms and benefits as outlined in the current Summary Plan Description. The plan, though not routinely amended or changed, is subject to amendment or change at the discretion of the School.

SECTION FIVE

School Property, Materials and Supplies

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All intellectual property created, invented, developed, written or composed by Employee in their capacity as an Employee of the School and during compensable time shall remain the property of the School perpetually, except by express written authorization of the Chairperson of the Board of Trustees after a favorable Board vote.

SECTION SIX

Confidentiality

The terms of this agreement are confidential between Employee and School as permitted by law. Neither party shall dis-

cuss the terms of this Agreement with other School Employees or other parties that do not, by the School's definition, have a business need to know. Notwithstanding the above the School will provide information about this Agreement as required by law.

Employee will have access to confidential student information and agrees to maintain confidentiality during employment and perpetually upon termination of employment for any reason.

SECTION SEVEN

Attest

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This letter represents our understanding of your employment and supersedes any and all agreements, oral and/or written, between you and the School with respect to the subject matter

of this Wage Agreement. School leaders are available to discuss your employment as needed.

Employee and School agree to use an arbitrator in the event of employment dispute. The School reserves the right to assign this agreement upon transfer of ownership or control of the School or Board of Trustees. If any portion of this Agreement is deemed by a court of competent jurisdiction to be nonbinding, it shall not affect any other portion of the Agreement.

The parties below understand and agree to the above.

SECTION 9 CENTURY LINK 2012 TEACHERS AND TECHNOLOGY GRANT

2012 CenturyLink Teachers and Technology Grant

Utah has been awarded \$50,000 from CenturyLink for Education for classroom technology mini-grants which demonstrate innovative uses of technology in the classroom.

The grant's purpose is to recognize, at the classroom level, those teachers desiring to integrate technology into their daily curriculum and to help expand or enhance their students' learning experiences using technology. Applicants are encouraged to create innovative teaching and learning projects and activities that take advantage of today's technology tools and resources to improve teaching and learning. Applicants are encouraged to integrate technology across subject areas, engage students in project-producing events with measurable results, creatively use today's telecommunication resources, and persuade other teachers and administrators to follow their example.

Any Utah public school teacher is eligible to submit for one grant award. The maximum grant request is \$2500

Timeline

March 19, 2012: Grant officially opens

April 30, 2012: Grant applications must be received by USOE

May 4, 2012: Grant applications will be read and scored

May 8, 2012: Notification of grant recipients will begin to be notified

May 31, 2012: All grant recipients will be notified

June - December 2012: Grant recipients begin implementing their projects

December 31, 2012: Grant funds must be expended and reimbursement requests submitted

For additional information and to download the grant application, please go to the CenturyLink Grant web site:

<http://goo.gl/oJZQW>

Announcing the 2011-2012

CenturyLink for Education

Utah Teachers and Technology Mini-Grant Competition

The Utah State Office of Education (USOE) is pleased to announce The CenturyLink for Education Utah Teachers and Technology Mini-Grant competition. CenturyLink has provided \$50,000 to award to Utah's K-12 technology pioneering teachers who demonstrate innovative uses of technology in the classroom.

The grant's purpose is to recognize, at the classroom level, those teachers integrating technology into their daily curriculum and to help expand or enhance their students' learning experiences using technology. Applicants are encouraged to create innovative teaching and learning projects and activities that take advantage of today's technology tools and resources to improve teaching and learning. Applicants are encouraged to integrate technology across subject areas, engage students in project-producing events with measurable results, creatively use today's telecommunication resources, and persuade other teachers and administrators to follow their example.

Any Utah public school teacher is eligible submit for one grant award. Grant funds may be used to purchase technology and/or supplies, pay for distance education expenses, or to support professional development needs; however, funds may not be used to pay salaries or to pay stipends.

Funds are awarded to the teacher at the classroom level. All materials and services purchased with CenturyLink's funds as a result of this award are the property of the school district / charter school.

A panel representing the USOE and CenturyLink will meet in May 2012 to determine which applications will be funded. Grant funds must be expended by December 31, 2012.

The application deadline for this grant is April 30, 2012.

Mini-grant goals:

- improve student achievement using today's technology
- build real-world team problem-solving environments
- lay groundwork for future technology integration projects
- leverage the use of telecommunications including the Internet

Mini-grant purposes:

- recognize and reward innovative teachers
- reward out-of-the-box thinking
- leverage classroom technology outside of the standard "brick and mortar" resources

encourage student use of real-world communicative mediums and development of problem-solving skills across the curriculum

demonstrate technology integration possibilities in strengthening student achievement

Grant Guidelines

Application Due Date

Grant applications must be postmarked by midnight April 30, 2012. Grants submitted after that date and time will not be considered.

Eligibility and Agreements

- All Utah certified K-12 public school teachers employed by a school district or charter school in Utah are eligible to apply.
- It is the responsibility of the applicant to inform and gain permission from the school, district/charter school administration before applying.
- Teachers awarded the grant agree to provide to the USOE and CenturyLink a status report of the project's progress or completion by June 30, 2013.
- Teachers awarded a grant agree to attend the UCET Conference on March 1-2, 2013 and to participate in presentations during the UCET 2014 Conference.

- Previous Qwest Teachers and Technology mini-grant recipients are NOT eligible for this program.

Technical Assistance

For assistance completing the application, please contact Rick Gaisford at the USOE at (801) 538-7798 or via e-mail at rick.gaisford@schools.utah.gov Additional grant writing resources and information about the Qwest Teachers and Technology Mini-Grant program can be found at <http://my.uen.org/39> (see Grants and Qwest Grant tabs).

Award Process

- This is a competitive grant application. Grant readers include representatives from the USOE, CenturyLink, government officials, and statewide community and business leaders. The grant-scoring guide is included with this application.
- Grant funds up to the amount available are awarded by the grantor to the top scoring applications. The USOE and CenturyLink notifies the winning applicants of their status during May/June 2012.
- All materials and services purchased with CenturyLink for Education grant award funds are the property of the school district/charter school.
- Awardees will work with their local district/charter school to acquire materials and services and to submit the proper forms to USOE for reimbursement.

Maximum Award

\$2,500 per grant

Grant Application Instructions

Please complete the following steps:

Step 1: Complete the Teachers & Technology Mini-Grant assurance sheet.

Step 2: Prepare a project narrative, up to three pages in length, describing the project's ambitions, including:

Types of technologies to be used

The number of students impacted

Subject area(s)

How this project integrates technology into the curriculum and improves student performance.

How this project changes/improves the current use of technology in your classroom.

How this project uses telecommunication resources including the Internet

How this project will be sustained after the initial funding expires.

Step 3: Complete the budget form and narrative detailing project expenditures.

Step 4: Submit one copy of the signed mini-grant assurances sheet, project narrative, budget narrative, via regular mail postmarked on or before midnight November 30, 2010 to:

Rick Gaisford

Educational Technology Specialist

Utah State Office of Education

250 East 500 South

P.O. Box 144200

Salt Lake City, Utah 84114-4200

Step 5: E-mail one copy of the project narrative and budget form/narrative by midnight April 30, 2012 to:

Bonnie.Smith@schools.utah.gov

Policy Review

How does this policy support the charter, global policies, state law, and governance? Is it effective? How do we know it is effective (direct inspection, data, audit)? Do we need to make any changes?



dreamstime.com

SECTION 1 COMPUTER ACCEPTABLE USE POLICY

Policy Type: Required Policy
Policy Title: Computer Acceptable Use Policy
Effective: August 6, 2009

Lakeview Academy Student Computer Acceptable Use Agreement 2009-2010 School Year

Privileges

The use of school computers is a privilege and is an integral part of the educational program for all students. Computer services provided by Lakeview Academy are not intended for personal or private use. System administrators will determine appropriate use and access. Their decision is final, but can be appealed to the board. Students have no expectation of privacy of electronic data. System Administrators monitor, log, and may review any or all files and/or messages.

School Responsibility

Lakeview Academy takes student internet safety very seriously. Strict measures, such as internet filters are in place so that inappropriate material is not accessible to the students. 100% internet safety is not guaranteed and some content which may be offensive may still be accessible. Lakeview Academy makes no warranties, either expressed or implied, that the computer and/or network services provided through the school system will be error-free. Lakeview Academy will not be responsible for either accuracy/quality of information obtained through the system or for any financial obligations arising through the unauthorized use of the system. Users shall indemnify and hold the school harmless from any losses sustained as the result of intentional misuse of the system by the user.

Terms and Conditions include but are not limited to

Students will:

- Use computer equipment under supervision of or faculty or staff member.
- Respect and follow computer teacher/advisor instructions.
- Use computers to work on school related assignments only.
- Immediately report equipment failures to staff members.
- Immediately report any damage to any computer related equipment.
- Immediately report accidental access to unauthorized sites.
- Report unacceptable internet sites to staff supervisor.
- Follow basic net-etiquette and be a good network citizen.

- Only use computers during assigned class times. Computers are not available after school, during lunch or breaks.

Students will not knowingly use school computers, equipment, or facilities to:

- Engage in illegal activities defined as a violation of local, state, and/or federal laws.
- Engage in hacking activities in any form. This includes but is not limited to corrupting, destroying, bypassing built in filters, or manipulating system data or changing computer configurations, which includes modifying wallpapers, icons, desktop themes or styles.
- Access or distribute pornographic, obscene, or threatening materials.
- Erase, expire, or reset memory cache, web page links, or HTTP location history.
- Access any social networking, chat clients of any kind, including web-based clients.
- Use one's identity, misrepresent one's identity or use another's identity in any form of electronic communication.
- Communicate with vulgar, defamatory or threatening language, graphics, or artwork.
- Violate copyright or intellectual rights.
- Participate in electronic gaming of any kind, unless directed by faculty or staff in the pursuit of learning.
- Use of any instant electronic communication without adult supervision.
- Use email for any purpose other than school related activities.
- Give out any school information, including address, phone numbers, schedules etc.
- Send mass emails.
- Edit, change, remove or otherwise modify other users files

Non-School Equipment

A student may bring in personal computing equipment only under the following conditions.

- The student is sponsored by a faculty member.
- The equipment is registered with the on-site computer technician.
- The school provided anti-virus software and firewall is enabled.

Note: Personal equipment falls under the same rules as school owned equipment

By signing this document I give permission for my son/daughter to use school computers and internet according to the terms of the Lakeview Academy Computer Acceptable Use Policy. I understand that violation of the provisions stated in the policy may constitute revocation of computer privileges and/or disciplinary action, which may include suspension. Damage to any school owned computer/technology equipment will be the financial responsibility of the student's parent or guardian, and may result in disciplinary action. This permission shall remain in effect through the end of the school year. The student will be required to sign a new Acceptable Use Agreement at the beginning of each school year.

Name: _____ Core Teacher (or Advisory): _____

(Last, First, Middle)

Student ID #: _____ Date: _____

Students Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Email Address: _____

Note: your email address will give us ability to communicate upcoming events and students progress.

Lakeview Academy Teacher, Faculty, and Volunteer Computer Acceptable Use Agreement 2009-2010 School Year

Privileges

The use of school computers and school e-mails is a privilege and is an integral part of the educational program; they are intended for educational purposes. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited research. Computer services provided by Lakeview Academy are not intended for personal or private use. System administrators will determine appropriate use and access. Their decision is final, but can be appealed to the board. Users have no expectation of privacy of electronic data. System Administrators monitor, log, and may review any or all files and/or messages. Lakeview Academy retains the right to impose upon any employee disciplinary measures that may include termination for a violation of this policy.

School Responsibility

Lakeview Academy takes internet safety very seriously. Strict measures, such as internet filters are in place so that inappropriate material is not accessible to system users. 100% internet safety is not guaranteed and some content which may be offensive may still be accessible. Lakeview Academy makes no warranties, either expressed or implied, that the computer and/or network services provided through the system will be error-free. Lakeview Academy will not be responsible for either accuracy/quality of information obtained through the system or for any financial obligations arising through the unauthorized use of the system.

Users shall indemnify and hold the school harmless from any losses sustained as the result of intentional misuse of the system by the user.

Terms and Conditions include but are not limited to

Users will:

- Immediately report equipment failures to the system administrator.
- Report unacceptable internet sites, and use to system administrator.
- Follow basic net-etiquette and be a good network citizen.
- Immediately report any damage to equipment to the system administrator

Users will not knowingly use school computers, equipment, or facilities to:

- Engage in illegal activities defined as a violation of local, state, and/or federal laws.
- Engage in hacking activities in any form. This includes but is not limited to corrupting, destroying, or manipulating system data or changing computer configurations.
- Access or distribute pornographic, obscene, or threatening materials.
- Use one's identity, misrepresent one's identity or use another's identity in any form of electronic communication.
- Communicate with vulgar, defamatory or threatening language, graphics, or artwork.
- Violating copyright or intellectual rights.
- Use e-mail address for social networking sites such as face book.
- Send mass emails.
- Edit, change, remove or otherwise modify other users documents, except for the purpose of collaboration.

Non-School Equipment:

A user may bring in personal computing equipment only under the following conditions.

- The equipment is registered with the on-site computer technician.
- The school provided anti-virus software and personal firewall is enabled.
- Users shall not install unapproved hardware on or connect it to network, or make changes to software settings that support school hardware.

Note: Personal equipment falls under the same rules as school owned equipment

Installation:

- No software, including freeware or shareware, may be installed on any computer until cleared by the network administrator.
- The administrator shall verify the compatibility of the software with existing software and hardware, and prescribe installation and uninstall procedures.
- Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Software installed on Lakeview computers, must comply with copyright laws.
- License agreements and proof of purchase (copy or original) must be filed with the system administrator.

E-mail Policy:

- Employees shall have no expectation of privacy when using Lakeview e-mail or other official communication systems.
- E-mail messages shall be used only to conduct approved and official school business.
- E-mail address shall not be used for social networking sites.
- All users must use appropriate language in all messages.

Users are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Name: _____ Signature: _____

(Print)

Date: _____

Certification

The undersigned officers and or directors of Lakeview Academy certify that this Computer Acceptable Use Agreement Policy was duly adopted as of August 4, 2009.

Signature: _____ April Thomspen

Print Name: _____ April Thomspen

Title: _____ Board Vice
President

Signature: _____ Alan Daniels

Print Name: _____ Alan Daniels

Title: _____ Board Member

SECTION 2 HARASSMENT POLICY

Policy Type: Required Policy
Policy Title: Harassment Policy
Effective Date: October 4, 2007

I. Board Policy

Lakeview Academy is committed to providing an employment environment that is free from harassment and other forms of discrimination based upon race, color, sex, pregnancy, childbirth or pregnancy-related conditions, religion, national origin, age (if the individual is 40 years of age or older) and disability. It is the intent of this policy to prohibit discrimination against any individual or class of persons specifically enumerated as protected under the Civil Rights Acts of the United States and the Utah Anti-Discrimination Act (UCA §34A-5-101 et seq.). It is not the intent of this policy to broaden coverage beyond those classifications specifically protected by federal or state statute.

II. Administration Policy

This policy is adopted to assist Lakeview Academy employees in moving toward a workplace that is free of discrimination. It is the policy of Lakeview Academy to provide fair, expeditious and uniform procedures for investigation and resolution of claims of illegal harassment or discrimination.

III. Definitions

- A. Clearly Offensive Conduct: That conduct, be it verbal or nonverbal, which when perceived in its overall context, would be taken by a reasonable person, similarly situated, to be strongly objectionable.
- B. Complainant: A person who files a written or oral complaint about illegal harassment or discrimination.
- C. School Director: The School Director, or another administrator or board member (selected by the Board of Trustees) if the School Director is party (complainant, respondent, or witness) to a harassment complaint.
- C. Demeaning or Derisive Behavior: Unlawful behavior which substantially lowers the status, dignity or standing of another individual, or which insults or otherwise belittles or shows contempt for another individual.
- D. Disability: An individual's physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.
- E. Discrimination: Unlawful conduct, including words or gestures and other actions, which adversely affects an employee's working environment or results in disparate treatment based upon race, color, sex, pregnancy, childbirth or pregnancy-related conditions, religion, national origin, age (if the individual is 40 years of age or older) and disability. Discrimination does not include referral to or use of regular District Administration processes relating to employee evaluation and discipline.

F. Harassment: A form of discrimination that includes unlawful conduct of an offensive nature that is demeaning or derisive or occurs substantially because of the race, color, ethnic background, national origin, religion, sex, creed, age, citizenship or disability and which creates a hostile work environment. Harassment may include but is not limited to any of the three categories listed below:

1. Generalized Harassment: Includes intentional behavior directed at an entire group which is based on demeaning or derisive stereotypes, and is severe enough that it creates a hostile working environment. Examples include comments or jokes, physical gestures or visual displays such as posters, etc.
2. Individually Targeted Harassment: Includes intentional, non-criminal behavior which is targeted at an

individual or particular members of a group, which can be verbal, physical or visual that is severe enough or pervasive enough that it adversely affects the working environment. Examples include negative or offensive comments, jokes, suggestions or gestures directed to an individual's or group's race, ethnicity or national origin.

3. Criminal Harassment: Harassing behavior which violates state or federal criminal statutes. Examples include criminal assault, sexual assault, rape, criminal mischief, stalking, arson or trespass.

H. Respondent: A person named in a discrimination complaint as having engaged in or being responsible for, a discriminatory act or omission.

I. Retaliation: Any form or sanction, restraint, coercion, discrimination or adverse treatment against a person because that person has asserted, or has assisted another person to assert, a discrimination complaint in either a formal or informal manner with Lakeview, or with any state or federal agency, or because that person has testified, assisted or participated in any manner in an investigation, proceeding or hearing related to a discrimination complaint.

J. Reprisal: The consequences of a subordinate's refusal to submit to the requests and/or demands of a supervisor that result in his/her job being adversely affected; an unlawful use of position to avenge or punish one for his/her refusal to consent/submit. Acts of reprisal may be overt or covert and may take many forms such as:

1. Open hostility to the individual, witnesses, or others involved.
2. Exclusion/ostracism of the individual, witnesses, or others involved, may range from overt to silent rejection.
3. Creation of, or the continued existence of, a hostile work environment.
4. Gender or individual-based negative remarks that are repeated and malicious.
5. Special attention to, or assignment of the individual or others involved to alternative duties that are less desirable work assignments or even reductions in pay.

K. Sexual Harassment: A form of sex discrimination. It consists of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature that is based on one or more of the following conditions.

1. Submission to such conduct is made either explicitly or implicitly as a term or condition to work benefit.
2. Submission to or rejection of such conduct by a co-worker is used as the basis for decisions affecting the work environment.
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

There are two types of sexual harassment:

- a. Hostile Environment: The three levels of hostile environment are the same as those listed for other harassment; e.g., generalized harassment, individually targeted harassment, and criminal harassment.
- b. Harassment that culminates in a tangible action which alters the conditions of the working environment (also called quid pro quo).

IV. Complaint Procedure

A. The following procedure is available for those who believe they are victims of harassment or discrimination, or who witness such acts:

1. Seek to resolve issue directly with the accused.
2. Seek to resolve issues through administrative personnel. Register a formal complaint with the school director who will initiate an investigation.

B. Any employee who knows of a violation of this policy is expected to report such conduct to a supervisor, administrator or the school director .

C. The initial allegation of harassment may be submitted either orally or in writing.

D. Complaints must be made to the immediate supervisor/administrator or school director within 45 calendar days after the date of the alleged act of discrimination.

V. Investigative Procedures

A. If an investigation reveals evidence of criminal conduct, the matter will be referred to local law enforcement. Lakeview will conduct its own internal investigation independent of law enforcement officials.

B. All investigations will be treated with discretion to protect the privacy of those involved. All efforts will be made to treat the information as confidential; however, absolute confidentiality of all information obtained through an investigation cannot be guaranteed.

C. The accused may not contact the complainant during an investigation without the permission of Lakeview and the complainant.

D. When conducting investigations, the school director shall disclose his/her role as a neutral investigator rather than an advocate for any party. The extent of the investigation will be determined, among other factors, by the nature and severity of the charges.

E. An investigation shall be completed as quickly as practicable, but within 30 working days of receipt of the complaint, unless extenuating circumstances require a longer period. All parties shall be notified if an extension becomes necessary.

F. Within 10 working days of the conclusion of the investigation, the school director shall provide all parties a written disposition of the complaint.

G. The parties will then have 10 working days to provide written responses to the report and have them considered by the school director.

VI. Disciplinary Procedures

Any employee who has been found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

VII. Reprisal/Retaliation

Retaliation under this policy is prohibited. Individuals found to have engaged in retaliatory conduct will face disciplinary action, up to and including termination.

VIII. Records

Records of all discrimination or harassment complaints shall be maintained by the school director. The records will be kept in a separate and confidential file as required by GRAMA. Information gathered, developed and documented in the investigation will be regarded as a protected record.

IX. Outside Reporting Procedures

Nothing in this policy shall prohibit a person from filing a discrimination or harassment claim with Utah Anti-Discrimination and Labor Division (UALD) or the Equal Opportunity Commission (EEOC). If an employee pursues a claim of discrimination he/she should be aware that Utah is a "dual filing" state, which means that a complaint is filed with the UALD and the UALD will forward the claim to the EEOC. An employee has a maximum of 180 calendar days from the alleged date of discrimination to file a claim with the UALD.

SECTION 3 COST OF GOVERNANCE POLICY

Policy Type: Governing Process
Policy Title: Cost of Governance
Effective: June 5, 2008

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity.

Accordingly,

1. Board skills, methods, and supports will be sufficient to assure governing with excellence.
 - a. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understanding.
 - b. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes but is not limited to fiscal audit.
 - c. Outreach mechanisms will be used as needed to ensure the board's ability to listen to owner viewpoints and values.
2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

Certification

The Undersigned officers and or directors of Lakeview Academy certify that this cost of governance policy was duly adopted as of June 5, 2008.

Signature: Alan Daniels

Print Name: Alan Daniels

Title: Board Member

Signature: Tim Willden

Print Name: Tim Willden

Title: Board Vice President

Each action item will be introduced by the sponsor. Board Members will then ask any questions that they have regarding the item. The president will then entertain any questions/comments by the public. The board will have one more turn to debate the action item. A board member will then make a motion, the president will call the question and a vote will be taken.



Proposed New Middle School Electives

COURSE NAME	COURSE CODE	GRADE LEVELS	NEW COURSE DESCRIPTION
Debate	06-01-00-00-050	7-12	Middle School debate introduces 7th and 8th grade students to the various debate activities (e.g. ,individual, team, and mock-Congress) that are available to members of the award winning Upper School Debate Team. Students gain essential organizational, analytical, and presentational skills that will help them in the remainder of their upper school careers and the beyond.
Food Exploration	34-01-00-00-230	7-8	This course provides students the opportunity to learn essential life skills. It allows them to develop skills in childcare, food and nutrition, family relationships, personal responsibility, consumerism, free enterprise, and job-related tasks. Student leadership (FCCLA) may be an integral part of the course.
Guitar 1	02-04-03-00-040	8-12	This course provides opportunities for students to develop their musical potential and aesthetic understanding through learning to play a guitar. Emphasis will be placed on playing position, tone production, fundamental technique, simultaneous playing and singing, reading music, and composing songs/lyrics. Knowledge and skills will include experiences in singing, creating, playing, listening, and connecting to cultures. No prerequisite course is required.
Guitar 2	02-04-03-00-045	8-12	This course provides opportunities for students to develop their musical potential and aesthetic understanding through learning to play a guitar. Emphasis will be placed on playing position, tone production, fundamental technique, simultaneous playing and singing, reading music, and composing songs/lyrics. Knowledge and skills will include experiences in singing, creating, playing, listening, and connecting to cultures. Prerequisite: Guitar 1

COURSE NAME	COURSE CODE	GRADE LEVELS	NEW COURSE DESCRIPTION
Musical Theatre- Dance	02-02-00-00-080	7-12	Designed to familiarize performing arts students with the process of auditioning and performing in the realm of musical theatre. Students will work individually and in groups with staging, choreography, etc. Voice repertoire, selection, singing style, acting, coaching, and evaluation will be covered. Students will be required to sing and dance.
Musical Theatre- Music	02-04-00-00-080	7-12	Designed to familiarize performing arts students with the process of auditioning and performing in the realm of musical theatre. Students will work individually and in groups with staging, choreography, etc. Voice repertoire, selection, singing style, acting, coaching, and evaluation will be covered. Students will be required to sing and dance.
Musical Theatre- Theatre	02-03-00-00-030	7-12	Designed to familiarize performing arts students with the process of auditioning and performing in the realm of musical theatre. Students will work individually and in groups with staging, choreography, etc. Voice repertoire, selection, singing style, acting, coaching, and evaluation will be covered. Students will be required to sing and dance.

SECTION 1 EXPANSION PROJECT PROPOSAL

Dear Board of Directors,

We the Expansion Committee would like to thank you for the opportunity of working on such an exciting opportunity. This proposal is to address each section of your request to us. We will address each section by a checklist. Each item will be addressed and some may point to supporting documents or drawings.

Expansion Committee Assignment Checklist:

1. Confidentiality – The committee members were respectful of the Boards request for confidentiality to ensure the interest of LVA and our purchasing power.
2. Proposal to include options that have the look and feel of our existing building – Our proposal will include this expectation, but we recognize the true effort in this item will come with the architects and engineers.
3. Options proposed have supporting documents (Pricing, financial info, basic plan drawings) – You will find these supporting documents in the Appendix and referenced by section.
4. Proposal of Architects we recommend
5. School visits – Our committee visited Vista Heights Jr. High, Lincoln Academy, and Providence Hall. During these visits we found out more details about how school design and construction timelines might impact our plans. We also took the opportunity to ask the school staff about how their building was or was not meeting their needs.
6. Any outside consultants we have acquired – We met with a few outside consultants to get information on the existing home on our new property. Estimates on block work.
7. Have this report submitted by March 20, 2012.

We, the committee, recognize our strengths in planning of instructional needs and vision of a facility that better supports our honoring the mission of LVA. We also recognize the limitations we have at this stage of our planning in the areas of architecture and engineering expertise. Our efforts have been to create several options to the board that will all meet the needs of LVA, but would provide varying choice in how these needs are met and some including extra resources. The options we have below are ranked in order of our estimated cost.

Option A: The main idea in this proposal is to create a separate wing for Jr. High Classrooms, add a second gym and a permanent auditorium with about 500 seats. It also is to improve the parking and traffic flow. It would build a new front office space and new “front face” to LVA.

Estimated Cost: \$7 million



How does plan/proposal address or answers to the following:

1. **Parking and carpool situation:** Adequate parking will be better provided for in the new parking lot at the front of the NE corner of our campus. There would be an inner and outer carpool loop. The inner would be used by those checking in late and those picking up before the school day is over. As well as for short term visits. The outer loop handle the majority of pick up and drop off. This loop would allow for multiple drop off zones and an outer lane for exiting.
2. **Classrooms:** This project would construct an additional small wing on the K-2 pod for two classrooms. It would be adding 12-14 rooms for Jr. High classes, an additional gym and stage.

3. **Auditorium:** We construct an auditorium that would seat about 500 people. The stage would back to a set of classrooms acting as green rooms on performance nights.
4. **Science Lab:** A new science lab would be built as part of this construction. The lab would be positioned between two classrooms that would allow those science teachers to access the room easily. The lab would be outfitted to properly handle the needs of 7-9th grade curriculum.
5. **Art room:** A new art room would be built, to include a room for pottery and kiln. Increased natural lighting and water supplies will be included.

Technology Component: Every room will be outfitted with Smart Boards, projectors and wireless access to meet the growing number of users. It is anticipated that each Jr. High student will be using a tablet as part of their instruction and the demand will be higher on our current wireless system. We will be building an additional computer lab, but will not likely need many more with the addition of student one-to-one tablets.

Summary:

In addition to the information above this plan would allow for improvements to the existing facility and add more resources for staff and students. A new media center would be built above the office in center rectangle. The old library would be reconfigured to be a mini auditorium/assembly room for grades to use. A new front office/reception area in the center rectangle would be built. The lunch room would be expanded to allow greater seating and for modifications to cooking area to convert kitchen from a warming to cooking kitchen. A conference room would be built. Additions to campus would allow grade levels to no longer be divided from one another and allow for better resources in pods for collaboration.

Option B: The main idea in this proposal is to maximize the use of our current facility and add to the structure to meet the needs of our growing enrollment. It will add 16-20 classrooms, and auditorium, a mini gym, larger cafeteria and additional office/conference space. It also is to improve the parking and traffic flow.

Estimated Cost: \$4 million



How does plan/proposal address or answers to the following:

1. **Parking and carpool situation:** Adequate parking will be better provided for in the new parking lot at the front of the NE corner of our campus. There would be an inner and outer carpool loop. The inner would be used by those checking in late and those picking up before the school day is over. As well as for short term visits. The outer loop handles the majority of pick up and drop off. This loop would allow for multiple drop off zones and an outer lane for exiting.
2. **Classrooms:** This plan would provide for 16-20 classrooms. It would also provide us the placement of grade levels to no longer be split from one another. We would build another Kindergarten room to replace the one we use for the cafeteria growth. We would build 4 rooms on the South wing, 2 for upstairs and 2 for downstairs. The other rooms would be built on the North wing, providing 1st grade down stairs and Jr. High rooms upstairs. This plan allows for the Jr. High to continue using the student kitchen for CTE and to make required en-

hancements to our lab to meet growing needs. It would provide for a kiln room and for improved Arts resources.

- 3. Auditorium:** This plan would budget for the initial building for the auditorium, but be limited in the finishing of that space. We would make required efforts to seek donations from families and sponsors to complete the work on this space for seating, stage, sound, etc.
- 4. Science Lab:** The plan would budget to take the existing Jr. High Science Lab and remodel it to meet the growing demand from our curriculum. Adding gas lines and other equipment.
- 5. Art room:** The plan would use the current tech room as the kiln room and art storage. We might be able to make it into a pottery room and kiln, but we do not have the plans for if this could be approved.

Technology Component: Every room will be outfitted with Smart Boards, projectors and wireless access to meet the growing number of users. It is anticipated that each Jr. High student will be using a tablet as part of their instruction and the demand will be higher on our current wireless system. We will be building an additional computer lab, but will not likely need many more with the addition of student one-to-one tablets.

Summary:

In addition to the information above this plan would allow for improvements to the existing facility and add more resources for staff and students. A mini gym would be added to the back of the full gym to allow for more than one space for classes to be held and for after school programs to share. The lunch room would be expanded to allow greater seating and for modifications to cooking area to convert kitchen from a warming to cooking kitchen. A conference room would be built. Additions to campus would allow grade levels to no longer be divided from one another and allow for better resources in pods for collaboration. Option C: This plan is to add modular classrooms on the South side of the campus to meet the needs of our Jr. High enrollment needs. We would also build the auditorium to seat 500. We would need to add additional space to the K-2 pod, gym, and cafeteria to meet enrollment needs. This plan would meet all the same above expectations for technology and classrooms, but would be a short-term structure.

Estimated Cost: \$2.25 million



How does plan/proposal address or answers to the following:

- 1. Parking and carpool situation:** Adequate parking will be better provided for in the new parking lot at the front of the NE corner of our campus. There would be an inner and outer carpool loop. The inner would be used by those checking in late and those picking up before the school day is over. As well as for short term visits. The outer loop handles the majority of pick up and drop off. This loop would allow for multiple drop off zones and an outer lane for exiting. This plan would also allow for a “zipper” type of traffic flow to handle merging cars.
- 2. Classrooms:** This plan would provide for 16-20 classrooms. It would also provide us the placement of grade levels to no longer be split from one another. We would build another Kindergarten room to replace the one we use for the cafeteria growth. The MS section would be built as modular classrooms and be one story. They would be similar to our 5th portables now, but have running water and plumbing.
- 3. Auditorium:** This plan would budget for the initial building for the auditorium, but be limited in the finishing of that space. We would make required

efforts to seek donations from families and sponsors to complete the work on this space for seating, stage, sound, etc.

4. **Science Lab:** The plan would include a new lab in the modular building to meet the needs of our growing science curriculum.
5. **Art room:** The plan would include an art room in the modular building.

Technology Component: Every room will be outfitted with Smart Boards, projectors and wireless access to meet the growing number of users. It is anticipated that each Jr. High student will be using a tablet as part of their instruction and the demand will be higher on our current wireless system. We will be building an additional computer lab, but will not likely need many more with the addition of student one-to-one tablets.

Summary:

In addition to the information above this plan would allow for improvements to the existing facility and add more resources for staff and students. A mini gym would be added to the back of the full gym to allow for more than one space for classes to be held and for after school programs to share. The lunch room would be expanded to allow greater seating and for modifications to cooking area to convert kitchen from a warming to cooking kitchen. A conference room would be built. Additions to campus would allow grade levels to no longer be divided from one another and allow for better resources in pods for collaboration.

Recommendations:

We, the committee, recommend to the Board that they:

- Pursue further planning for Option A expansion plan by:
- a. Hiring a Financial Advisor to work for us on protecting our best interest in obtaining any financing.
 - b. Hiring an architect to write in great detail our RFP for a Design Build method bid of Option A.

Appendix:

Financial Information for Expansion:

This information is shared during the work session from Piper Jaffrey and Mande Black.

Home sale and demolition:

Met with Valguardson house movers and received the following estimates:

Home sale: Sell the first floor. Ask about \$30,000. The new owner would need to then pay about \$30,000 to move the home (depending on distance of the move). The move would require the owner to remove the brick, so they would have additional cost when the home is place on the new property.

Basement demolition: It was estimated that we would need to pay about \$20,000 to have this completed. The sale of the home would ultimately make this a cost neutral experience.

Home remodel:

We met with a representative who gave us info on remodeling the current home to allow us to use the space for adults and business use. The main cost to this effort would be the entrance way ramps, stair railings, bathroom requirements and exiting signage. The best estimate we could come up with is approximately \$25,000. This cost would allow for the basement and first floor to be used by adults. We would have to work with USOE to ensure we make all necessary changes.

Architects we Recommend:

Erin Preston from Providence Hall used Ken Harris Architecture with Kory Harris as their architect and was very happy. 801-787-4416.

Additional recommendations will come upon approval.

SOURCES AND USES OF FUNDS

Utah State Charter School Finance Authority
 Charter School Revenue Bonds
 (Lakeview Academy Project)
 \$3 Million Expansion Scenario

Sources:	Series A	Series B	Total
Bond Proceeds:			
Par Amount	3,580,000.00	265,000.00	3,845,000.00
	3,580,000.00	265,000.00	3,845,000.00
Uses:			
Project Fund Deposits:			
Project Fund	3,000,000.00		3,000,000.00
Other Fund Deposits:			
Capitalized Interest Fund	228,955.00	15,900.00	244,855.00
Debt Service Reserve Fund	281,418.73	20,831.27	302,250.00
	510,373.73	36,731.27	547,105.00
Delivery Date Expenses:			
Underwriter's Discount	71,600.00	24,525.00	96,125.00
Cost of Issuance		200,000.00	200,000.00
	71,600.00	224,525.00	296,125.00
Other Uses of Funds:			
Additional Proceeds	-1,973.73	3,743.73	1,770.00
	3,580,000.00	265,000.00	3,845,000.00

SOURCES AND USES OF FUNDS

Utah State Charter School Finance Authority
 Charter School Revenue Bonds
 (Lakeview Academy Project)
 \$3.5 Million Expansion Scenario

Sources:	Series A	Series B	Total
Bond Proceeds:			
Par Amount	4,175,000.00	270,000.00	4,445,000.00
	4,175,000.00	270,000.00	4,445,000.00
Uses:			
Project Fund Deposits:			
Project Fund	3,500,000.00		3,500,000.00
Other Fund Deposits:			
Capitalized Interest Fund	266,705.00	16,200.00	282,905.00
Debt Service Reserve Fund	327,805.60	21,199.40	349,005.00
	594,510.60	37,399.40	631,910.00
Delivery Date Expenses:			
Underwriter's Discount	83,500.00	27,625.00	111,125.00
Cost of Issuance		200,000.00	200,000.00
	83,500.00	227,625.00	311,125.00
Other Uses of Funds:			
Additional Proceeds	-3,010.60	4,975.60	1,965.00
	4,175,000.00	270,000.00	4,445,000.00

SOURCES AND USES OF FUNDS

Utah State Charter School Finance Authority
 Charter School Revenue Bonds
 (Lakeview Academy Project)
 \$4 Million Expansion Scenario

Sources:	Series A	Series B	Total
Bond Proceeds:			
Par Amount	4,875,000.00	275,000.00	5,150,000.00
	<u>4,875,000.00</u>	<u>275,000.00</u>	<u>5,150,000.00</u>
Uses:			
Project Fund Deposits:			
Project Fund	4,000,000.00		4,000,000.00
Other Fund Deposits:			
Capitalized Interest Fund	359,531.26	16,500.00	376,031.26
Debt Service Reserve Fund	418,516.38	23,608.62	442,125.00
	<u>778,047.64</u>	<u>40,108.62</u>	<u>818,156.26</u>
Delivery Date Expenses:			
Underwriter's Discount	97,500.00	31,250.00	128,750.00
Cost of Issuance		200,000.00	200,000.00
	<u>97,500.00</u>	<u>231,250.00</u>	<u>328,750.00</u>
Other Uses of Funds:			
Additional Proceeds	-547.64	3,641.38	3,093.74
	<u>4,875,000.00</u>	<u>275,000.00</u>	<u>5,150,000.00</u>

SOURCES AND USES OF FUNDS

Utah State Charter School Finance Authority
 Charter School Revenue Bonds
 (Lakeview Academy Project)
 \$5 Million Expansion Scenario

Sources:	Series A	Series B	Total
Bond Proceeds:			
Par Amount	5,965,000.00	260,000.00	6,225,000.00
	<u>5,965,000.00</u>	<u>260,000.00</u>	<u>6,225,000.00</u>
Uses:			
Project Fund Deposits:			
Project Fund	5,000,000.00		5,000,000.00
Other Fund Deposits:			
Capitalized Interest Fund	380,177.50	15,600.00	395,777.50
Debt Service Reserve Fund	467,246.36	20,366.14	487,612.50
	<u>847,423.86</u>	<u>35,966.14</u>	<u>883,390.00</u>
Delivery Date Expenses:			
Underwriter's Discount	119,300.00	20,762.50	140,062.50
Cost of Issuance		200,000.00	200,000.00
	<u>119,300.00</u>	<u>220,762.50</u>	<u>340,062.50</u>
Other Uses of Funds:			
Additional Proceeds	-1,723.86	3,271.36	1,547.50
	<u>5,965,000.00</u>	<u>260,000.00</u>	<u>6,225,000.00</u>

SOURCES AND USES OF FUNDS

Utah State Charter School Finance Authority
Charter School Revenue Bonds
(Lakeview Academy Project)
\$6.5 Million Expansion Scenario

Sources:	Series A	Series B	Total
Bond Proceeds:			
Par Amount	7,755,000.00	240,000.00	7,995,000.00
	7,755,000.00	240,000.00	7,995,000.00
Uses:	Series A	Series B	Total
Project Fund Deposits:			
Project Fund	6,500,000.00		6,500,000.00
Other Fund Deposits:			
Capitalized Interest Fund	493,545.00	14,400.00	507,945.00
Debt Service Reserve Fund	606,893.01	18,781.99	625,675.00
	1,100,438.01	33,181.99	1,133,620.00
Delivery Date Expenses:			
Underwriter's Discount	155,100.00	4,800.00	159,900.00
Cost of Issuance		200,000.00	200,000.00
	155,100.00	204,800.00	359,900.00
Other Uses of Funds:			
Additional Proceeds	-538.01	2,018.01	1,480.00
	7,755,000.00	240,000.00	7,995,000.00

SECTION 2 PROPOSED BENEFITS AND LEAVE POLICY

Policy Type: Required Policy
Policy Title: Benefits and Leave Policy
Effective Date: January 5, 2012

Definitions

- Full Time Employee:** Any employee whose employment agreement schedules 32 hours of work in a given work week during the school year.
- Day:** The amount of time that an employee's work agreement schedule calls for in a 24 hour period. (if you work 4 hours a day then a day equals 4 hours, if you work 8 hours a day then a day equals 8 hours)
- Immediate family:** Husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee's home on a permanent basis. Special circumstances may be appealed to the Director(s) for consideration of immediate family status.
- School Year:** Teacher wage agreements shall not exceed a total of 187 days plus up to 10 in-service/testing days (paid at the rate of \$50.00 per 1/2 day) See school calendar.
- Midterm Employee:** Any employee hired after a school year has started. 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. 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, benefits will cease on last day of the compensation agreement fulfilled. That employee shall be liable to Lakeview Academy for the entire cost of all benefits paid on the employee's behalf beyond the compensation agreement fulfilled.

ADDITIONAL INSURANCE BENEFITS

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

SALLARY AND WADGES

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

RETIRMENT BENEFITS

A defined contribution retirement plan will be offered to designated employees depending on their role and function in the school. Competitive 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 Academy maintains the right to make changes to the employer contribution rate at any time, in order to maintain budget requirements set by the law, board policy, or bond requirements.

- 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 1/2 days and hour increments with personal and sick days are administered and accounted for.

PERSONAL LEAVE

Each full time employee of Lakeview Academy shall be given 10 days per year personal leave. 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, 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.

SECTION 3 PROPOSED PURCHASE POLICY

Policy Type: Required Policy

Policy Title: Purchase Policy

Effective: September 1, 2011

1 Purpose

The policy has been adopted to allow the school to carry out its procurement functions in a manner that is consistent with state law, dealing fairly with all vendors, and providing for an efficient management and proper expenditure of school resources.

2 Authority

The Board of Trustees delegates authority to the Board's Treasurer to oversee the purchasing functions of the school and to ensure that these functions are in accordance with the mission of the school and in compliance with other related board policies, in addition to full compliance with state law and administrative rule. The Treasurer may delegate purchasing authority to the school principal and other school employees or volunteers.

The Board President and the Board Treasurer may jointly delegate authority to sign purchase orders and/or check signing to another regular Board Member, or member of the administrative staff. This authority shall be delegated by the Board President and Board Treasurer in writing, at their discretion. Delegation of this authority may be revoked or suspended at any time for any reason by either the Board President or the Board Treasurer.

3 Scope

The policy applies to all purchases made by the school covering all programs and activities of the school, independent of the source of the money to be expended. It includes all direct purchases, leases and leases with an option to purchase, and all procurement items, i.e. supplies, furniture and equipment, materials, and services.

4 Competitive Solicitations

- .1 The school defines small purchases as those purchases less than \$50,000. The State procurement policy subdivides small purchases into several levels determined by the amount of the intended purchase. Competitive pricing is required for all purchases. No purchase or contract shall be artificially divided to avoid the requirements of this policy.
- .2 For purchases less than \$1,001, a purchase may be made without seeking competitive quotes, using the best possible sources based on price, delivery, and prior vendor performance.
- .3 For purchases between \$1,001 and \$50,000, a purchase may be made after obtaining at least three price quotes, purchasing from the vendor offering the the best value to the school. Quotations should include the complete description of the item to be purchased, the quantity, the price, the total costs, the vendor's name and address, the date and the name of the person providing the quote. All quotes from vendors shall be in written form, including a letter, web-based quote, fax quote, or another format that provides the required information; these quotes should be included with a requisition for a purchase order. The school must maintain written "selection determination" documentation.
- .4 .

- .5 For purchases over \$50,000, the school shall formally prepare a proposal using either a competitive sealed bidding process or a competitive sealed proposal process, in accordance with state law, including full specifications development, publishing public notices, and all other requirements.
- .6 The use of statewide contracts as prepared by the Utah State Purchasing Division is encouraged as a consideration in making a purchase decision.

5 Exceptions

Sole source procurement shall be used only if a purchase requirement is reasonably available from a single supplier. Any request that the procurement be restricted to one potential vendor shall be accompanied by a written explanation as to why no other vendor will be suitable or acceptable to meet the need. If there is a reasonable doubt, then competitive quotes must be obtained.

5 Requisitions

- a) Requisitions for a purchase order shall be signed by the Director prior to placing an order or purchasing items. . Board Treasurer may assume authority to approve requisitions for purchase orders at any time.
- b) Requisitions for a check request shall be signed by the Director and the Board Treasurer.
 - a. If the Board Treasurer is unavailable the Board President will assume authority to approve check requests.
 - b. The Board Treasurer may elect to deligate authority to other approved board members, or staff as outlined in section 3 (Scope).
- c) A requisition for a check must have two approved signatures prior to releasing payment for any expenditure.
- d) It is encouraged that a check payable to a board member or staff not be signed by the same board or staff member.

All receipts for purchases made on the school's purchasing card shall be submitted to the business manager. The business manager shall attach receipts and the itemized bill(s) to the check requisition prior to submitting to the Director and, Board Treasurer for review...

Any party submitting a requisition shall complete all necessary vendor information, program, purpose, description, quantity and cost. Check requisitions shall have the appropriate number of price quotes attached prior to being submitted for signatures.

If an employee, volunteer, board member, or other person fails to obtain proper approval prior to purchasing, he may be personally responsible for that cost.

The Director shall develop procedures to comply with this policy. The Director shall inform all staff, and other persons who use school funds about the authority, requirements, and restrictions outlined in this policy.

7 Emergency Purchasing

An emergency condition is a situation that creates a threat to public health, welfare, or safety and may arise from serious flooding, epidemics, riots, and other reasonable interpretations. An emergency establishes an immediate need for supplies or services that cannot be met through normal procurement methods. In such a situation, the school is authorized to suspend the normal methods and obtain the required items in time to meet the emergency.

8 Purchasing Card

With approval of the Board Treasurer and Director, school personnel may obtain a purchasing card from the State for use in making purchases. The purchasing card holder shall stay within purchasing limits as authorized for each user's card. This purchasing method is to encourage buying efficiencies, but all transactions must be held in strict compliance with the procedures and practices established by the State Purchasing Division and requisition requirements as outlined in section six (Requisitions).

9 Budget Practices

The school's Administration shall submit proposed expenditures for the subsequent fiscal year at the April board meeting. The administration shall take into account the recommendation of the Site Advisory Council when planning proposed expenditures.

The Director shall have oversight of the budget the Board of Trustees adopts, with the exception of monies allocated for Board expenditures. The Director shall ensure that expenditures for each line item do not exceed the approved amount budgeted. The Board of Trustees or Treasurer may revoke, in writing, the oversight of the budget from the Director at any time. The Board of Trustees will hold the administration accountable to ensure that all expenditures over which they have discretion are in line with the vision and philosophy of Lakeview Academy as set forth in the charter.

10 Illegal Activities

10.1 Employees. Any employee acting as a procurement officer for the school, or who in any official capacity participates in the procurement of supplies, services, construction, real property or insurance for any such political unit may be guilty of a felony if the person asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own use or the use of benefits or any other person or organization from any person interested in the sale of such supplies, construction, real property, or insurance.

10.2 It is not appropriate for an employee to use their employment position or influence at the school to obtain goods or services for a personal benefit of the employee or others by seeking to make purchases at discounted rates not available to the general school public, receiving items at no cost, or making purchases with the intent of avoiding sales taxes. Activities of this nature subject the employee to disciplinary action, including dismissal and possible criminal charges.

10.3 It is allowable for an employee to obtain goods or services for personal use at discounted rates where suppliers normally offer educational discounts to all of employees of the school, independent of any employee's position or influence. Employees are responsible for the payment of sales tax and no purchase arrangement shall be made using a school purchase order or purchase card.

10.4 Vendors. Any person who is interested in any way in the sale of any supplies, services, construction, real property, or insurance to the school, is guilty of a felony if the person gives or offers to give any emolument, gratuity, contribution, loan or reward, or any promise thereof to any person acting as a procurement officer, or who in any official capacity participates in the procurement of such supplies, services, construction, real property, or insurance, whether it is given for his own use or for the use or benefit of any other person or organization.

12 Validity

References

Utah Code Annotated Title 63, Chapter 56
Utah Administrative Code R33

Certification

The Undersigned officers and or directors of Lakeview Academy certify that this purchase policy was duly adopted as of September 1, 2011 and replaces all previous purchase policies.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____

Board Business



SECTION 1 GOV-
ERNANCE
TRAINING:
DIRTY WALLS



One Simple Question to Distinguish Governance from Management Responsibilities

Here's a valuable board self-appraisal question: Does your board spend most of its time in meetings on governance or management matters? Before you answer that, let me explain how you can tell. Let's begin by defining, in simple terms, the difference in governance and management responsibilities.

Management's responsibility is to *make* the school perform and the board's responsibility is to *make sure* it performs. (Broadly defined, charter school performance is accomplishing the outcomes for which the school was chartered within all applicable statutory, regulatory, and financial parameters.) I summarize this distinction in responsibilities using what I call the two *e-words*: **executing** (what management does) and **ensuring** (what the board does). The two words are worth memorizing.

Now, if you think about it, because executing is about getting things done, a principal (or management company) has to ask and answer an endless stream of what I call, **how will** questions. For example, How will we structure the academic calendar so that the students achieve grade-level mastery in English? School leaders draw upon their professional expertise (or the expertise of others) to find the best answers and they are accountable to the board for the results.

On the other hand, because ensuring is about making sure that everything gets done right, a board should regularly ask what I call, **how well** questions.

For example, How well is the school's calendar working to help students achieve grade-level mastery in English?

With a few exceptions (such as those issues pertaining to *how will the board require management to operate lawfully, ethically, and prudently*,¹) you can apply this question to almost every aspect of school performance: **Is this a how will or a how well issue?**

So, does your board spend most of its time in meetings on governance or management matters? To answer this, comb through six-to-twelve months of minutes, and categorize everything that was discussed, using the *how will/how well* question. By definition, almost every *how will* discussion is a management matter. Such information may be nice to know, but it's not usually information the board *needs to know* in order to perform its governance responsibilities.

Moreover, regularly holding *how will* discussions in board meetings has a real cost. Those issues push critical *how well* items off the table. In other words, your board has only so much time each month to perform its oversight responsibility of ensuring that the school is performing. If it squanders that time discussing and debating an endless array of *how will* issues, it may find its charter in jeopardy as in the Case In Point on page 2.

¹ *Boards That Make A Difference* by Dr. John Carver

Board Self-Appraisal Questions/Recommendations

1. Do your minutes of the past six to twelve months reflect that the board understands that its role is one of *ensuring* rather than *executing*? (Has it spent most of its meetings discussing "how will?" or "how well?" matters?)
2. How many times in the past 12 months, *according to your minutes*, did the board evaluate *how well* the students are achieving the outcomes in your charter?

Case in Point

DIRTY WALLS

In reading through a year's worth of minutes for a client board, I happened upon the dialogue that follows: (Copied verbatim--punctuation errors and all--except that I've added job titles for clarity and changed the names to ensure anonymity.)

"Mr. Smith (business manager) states that there are no unusual circumstances this month and that the school remains in good standings, before continuing with the financial report Mr. Green (management company president) would like to talk about the quotes for painting the walls, he states that the budget is very tight and in order to do all the painting in the building something would have to be cut out from the budget, Mr. Smith suggests that we cut 2 aide positions. Mrs. Jones (board member) thinks that a staff cut is not a good idea. Mr. Smith states that the way the budget was written, we only have \$5,000.00 in revenue over expenses. Mr. Green suggests that a detailed cleaning can be made to the walls instead. Mrs. Jones wants to know if the quotes were given by companies based out of [their state or a nearby adjacent state]. Mr. Smith says the company is based out of Anytown, [nearby adjacent state]. Mrs. Jones recommends that we use [their state] contractors whenever possible. Mr. Smith says that the management company is open to any suggestions the Board has. Mrs. Wallace (another board member) suggests doing the project in phases; Mrs. Jones thinks it can be done over the course of 2 – 3 years."

Hmm. Where to start. First, the board is perfectly within the scope of its oversight responsibilities to expect that school facilities be properly maintained. Instead of having a meandering *how will* discussion, however, the board should simply enact a policy directing management to do so. The same is true for the vendor issue. If the board feels it's important to use vendors from their state rather than the nearby adjacent state, it should create a vendor selection criteria policy. Should management deviate from these, or any other board policies, the board's conversation becomes one of asking *how soon* management intends to bring the school back into compliance.

But here's the kicker, and it illustrates the *real cost* of focusing on *how will* questions in your meetings. For the past four or five years, this particular school has performed in the bottom 25% of all public schools in the state where it operates. In the current year, it's in the bottom 15%, and the charter is now up for renewal. The challenge in front of the board is how to apply for renewal in the wake of years of inferior academic performance. And though it had recently begun to seriously evaluate *how well* the students should be doing (even before attending my seminar), the board had spent far too much time in meetings, mired waist-deep in "dirty wall discussions" instead of focusing on student outcomes. As of this moment, it remains to be seen whether this will cost them their charter. That's a high price to pay for holding too many *how will* discussions.

About This Publication & The Author

BoardWiser™ is a publication of Brian L. Carpenter PhD & Associates, LLC. It is available on an annual subscription basis and is intended to strengthen charter school performance by helping boards evaluate and excel at governance while refraining from entanglement in operations. To subscribe, visit www.BrianLCarpenter.com. While *BoardWiser™* is intended to provide reliable governance training, it is not intended as legal advice, for which boards should consult a qualified attorney as well as the specific laws of the state in which their chartered school operates.

Dr. Brian L. Carpenter is widely regarded as one of the foremost authorities on charter school governance. Both of his books, *Charter School Board University* and *The Seven Outs: Strategic Planning Made Easy for Charter Schools* are used by schools, associations, and universities. For information on engaging Dr. Carpenter to conduct a board development retreat or to speak at your conference, call (989) 205-4182 or email him at Brian@BrianLCarpenter.com.

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SECTION 2 BOARD EVALUATION BY LINCOLN FILLMORE

General Information

Name: Board of Trustees	Date: February 22, 2012
Feedback and review From Lincoln Fillmore Review 2011-2012	Review period: Mid-Year
Based upon the attached Board Roles and Responsibilities, Ends and Governance Policies, we the Board of Trustees respectfully request feedback from you regarding our performance	

1) Please share/list three areas where you feel the Board of Trustees is doing well:

- You prepare for board meetings very well. You have the best documentation and prep of any board I work with. The procedures for your board meeting are top notch during board meeting, too.
- I think you've made great progress in reviewing your school's data and basing decisions on that data.
- You're really focusing on the board's proper role of governance. You've been doing that for some time, but I can see now that you have a director that you have confidence in, and I know that makes the job a lot easier.
- You also did a great job in your prep for and presentation at the SCSB.

1) Please three areas of improvement that the Board of Trustees can address:

- Shortening your board meetings. Or rather focusing your discussions on the topic, structuring how board members speak to motions to accomplish matters more efficiently.
- I'd suggest that some of your procedures regarding finances date from a time when the board was more of a managing board, and I'd suggest that you re-evaluate those procedures and the relevant policies in light of your focus on governance.

2) Please share any additional comments or feedback you may have.

SECTION 3 BOARD EVALUATION BY MAX MEYER

General Information	
Name: Board of Trustees	Date: February 24, 2012
Feedback and review From Max Meyer Review 2011-2012	Review period: Mid-Year
Based upon the attached Board Roles and Responsibilities, Ends and Governance Policies, we the Board of Trustees respectfully request feedback from you regarding our performance	

1)Please share/list three areas where you feel the Board of Trustees is doing well:

- You have clearly defined roles as board members and you defer to the appropriate individual when an item is discussed relevant to that area. An example would be parliamentary procedure and finance, deferring to Joylin and Cory respectively.
- Your board documentation from what I know is thorough.
- You separate board business from administrative business well. I've heard you say on a number of occasions, "That's an administrative decision, not a board decision."
- You are approachable and pleasant to work with. You treat Mande, Lincoln and I as contributing members of the team, which we appreciate.
- Using the Consent Items method is very good and saves a lot of time in the meetings.
- I think it is good that you have board members who are thoughtful, forward thinking and willing to invest the time to do the job effectively. I just received an e-mail this morning from Tina about a symposium from Risk Management with an inquiry as to our thoughts on who should attend.

Okay, six good things...

1)Please three areas of improvement that the Board of Trustees can address:

- Shorter meetings are always good, assuming they are sufficient to meet the needs of the board and stakeholders.
- Current finance policies and procedures may need to be reviewed. That being said, another strength of yours is looking to the long-term in resolving issues such as this. I know that in evaluating this decision, you will consider current staff needs, yet write a policy for a future scenario where the board may not be as confident in the administrative staff's ability to stay within budgets.

2)Please share any additional comments or feedback you may have.

I hope this is helpful. I enjoy working with you!

Max

SECTION 4 BOARD EVALUATION BY RICK VEASEY

General Information

Name: Board of Trustees

Date: March 10, 2012

Feedback and review From Max Meyer
Review 2011-2012

Review period: Mid-Year

Based upon the attached Board Roles and Responsibilities, Ends and Governance Policies, we the Board of Trustees respectfully request feedback from you regarding our performance

1) Please share/list three areas where you feel the Board of Trustees is doing well:

- I have loved working with a board that is committed to governance. It has been neat to hear you all start a sentence, stop, and then say “That is not governance.” Well done. I know it can be tough.
- It is great that your board has full participation on key topics. All are given a position/ place to share ideas.
- Steering me and policy always towards the mission.

1) Please three areas of improvement that the Board of Trustees can address:

- I look forward to developing our calendar of reporting. I feel this will help me focus on giving you the info you want.
- I am not as clear on how we as a school are to update policy change and want to have that retaught to me.
- Time of board meetings have been good for me. I feel they are organized and you strive hard to stay on the agenda.

2) Please share any additional comments or feedback you may have.

- In reviewing the ends policy over this year I would like to include these in our summer retreat. Mainly to identify how you want me to measure some of them.
- The complete support you have given this year has been terrific. I feel like I have been able to lead by my own style and judgment. I appreciate the trust.