



Governing Board Meeting | March 10, 2022

Woods Cross Campus,
2214 South 1250 West, Woods Cross UT 84087
Thursday, March 10, 2022, 7:00 PM, In-Person/Virtual Meeting
Online Access: <https://us02web.zoom.us/j/89142914652>

Mission Statement of Legacy Preparatory Academy:

Legacy Preparatory Academy will cultivate intellectual and moral virtue according to classically based pillars of truth, goodness, and beauty.

Areas of Focus, Schoolyear 2021-2022

1. Management of successful k-9 transition and administrative restructure
2. (Re)Focus on classical education and branding
3. Timely progress of campus consolidation and construction, including prep. for physical consolidation
4. Board communication improvements (quality, cadence, transparency, etc.)
5. Mission/Vision/Values education and promotion
6. Physical and mental well-being of LPA staff and students
7. Promotion and measurement of high-quality educational practices as a core competency and marketing differentiation
8. Professional development for teachers and administrators
9. Monthly accountability and review/approval of board and school policies in accordance with a policy calendar
10. Process, policy, and procedure audit and remedy where appropriate
11. Board conducts meaningful and timely reviews of administrative staff

AGENDA

Business of the Governing Board

OPEN MEETING: ROLL CALL AND WELCOME – Al Pranno

- Public Comment
 - Review of public comment protocol and feedback
 - Online and in-person comment
 - 2022-2023 Fee Schedule and Fee Waiver Policy
- Consent Agenda
 - Approval of February 17, 2022 Board Meeting Minutes
 - Ratify New Hires

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact Kelsey Richardson at 801-444-9378 or kelsey@academicawest.com.



COMMITTEE REPORTS

- Audit Committee
- Policy and Governance Committee
- Executive Committee
- Communication Update

FINANCIAL REPORT – Roger Simpson

- Financial Report Review
- Key State Reports
- Intacct Training

DISCUSSION & VOTING ITEMS

- Purchases over \$5000
- 2022-2023 Fee Schedule and Fee Waiver Policy
- 2022-2023 School Land Trust Plan
- Public Education Materials Development Policy

Business of Administration and Staff

DIRECTOR'S REPORT – Brandie Evans & Priscilla Stringfellow

- Success Celebrated!
- Health and Safety
- Enrollment Update
- Communication and Marketing
- Recruitment and Retention
- Building Unification
- Education

CLOSED MEETING (if necessary): To discuss character, professional competence, physical or mental health of an individual (employee or student), and any of the following topics, if necessary: strategy sessions to discuss the purchase, exchange, lease or sale of real property; collective bargaining; or pending litigation, or other matters appropriate pursuant to statute(s).

ADJOURN

LPA Governing Board:

2022: Al Pranno (President), Andrew Lavin (Vice-President), Jim Collings (Member).

2023: Alisha Johnson (Treasurer), David Ray (Secretary).

2024: Lee Peterson (Member), Anna Mark (Member).

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Governing Board Meeting

Thursday, February 17, 2022
2214 South 1250 West, Woods Cross, UT 84087

Board Members Present: Al Pranno, Andrew Lavin, David Ray, Alisha Johnson, Anna Mark, Lee Peterson, Jim Collings

Others Present: Brandie Evans, Priscilla Stringfellow, Shalon Brierley, Brandon Fairbanks, Kelsey Richardson, Roger Simpson, Britni Schweiger

MINUTES

Business of the Governing Board

OPEN MEETING

Al Pranno called the meeting to order at 7:09 PM.

○ Public Comment

- Public comment guidelines were outlined.
- The 2022-2023 Fee Schedule and Fee Waiver Policy were presented for public comment. Priscilla Stringfellow reviewed the proposed fee schedule, highlighting revisions between the current and proposed fee schedules. The board reviewed the fee waiver process.
- No public present.

○ Consent Agenda

• Approval of January 13, 2022 Board Meeting Minutes

Alisha Johnson made a motion to approve the January 13, 2022 Board Meeting Minutes; David Ray seconded. Motion passed; the votes were as follows:

- *Al Pranno – AYE*
- *Andrew Lavin – AYE*
- *David Ray – AYE*
- *Alisha Johnson – AYE*
- *Anna Mark – AYE*
- *Lee Peterson – AYE*
- *Jim Collings – AYE*

• Ratify New Hires

Jim Collings made a motion to approve the new hires as presented; Lee Peterson seconded. Motion passed; the votes were as follows:

- *Al Pranno – AYE*
- *Andrew Lavin – AYE*
- *David Ray – AYE*
- *Alisha Johnson – AYE*
- *Anna Mark – AYE*



- *Lee Peterson – AYE*
- *Jim Collings – AYE*

COMMITTEE REPORTS

- **Audit Committee**
Results of the most recent audit will be presented at an upcoming board meeting.
- **Policy Governance Committee**
Board member Anna Mark reminded the board that the terms of three members are expiring in June. The governance committee would like to discuss at an upcoming meeting which board members plan to renew their term and which positions may need to be filled.
- **Executive Committee**
Board president Al Pranno provided an update on a situation brought to board attention by school staff.
- **Communication Update**
Board member Alisha Johnson shared that there have been no communications from parents to the full board in the last month. Should any emails be received, they will be handled in a timely manner.
- **Discussion on creation and purpose of a Recruitment and Retention Committee**
The board expressed a desire to support administration in their retention and recruiting efforts, acknowledging that employment is an administrative responsibility that is being handled well. The board asked that the administration consider what support would be most effective. Multiple board members offered to lend their expertise as needed.

FINANCIAL REPORT

- **Financial Report Review**
Britni Schweiger provided an overview of the school budget and the school's financial position. The board discussed the process for the sale of the North Salt Lake building and the relevant tax amounts. Roger Simpson shared the status of the refinancing process. Al Pranno expressed appreciation to the administration and accountants for their efforts in the bonding process. Roger Simpson discussed the use of reserves in various project areas to maintain a conservative amount of days cash on hand.
The budget for the upcoming school year will be developed over the coming months. The format of the budget reports may vary slightly in upcoming board meetings as the finances are migrated to a new accounting system. The board requested a demonstration on the new accounting system. Jim Collings expressed his support of the system migration and intentional data management.
- **Key State Reports**
No reports to review currently.

DISCUSSION & VOTING ITEMS

- **Purchases over \$5000; Playground Budget**
Brandie Evans discussed the purchases from the following providers with the board: Gilbert and Stewart, CPA; Lexia Learning Systems; Orion Educational Support Services; ETS;



CBRE; PEHP; and Vanguard Title Insurance. The process for playground equipment purchase and building were discussed.

Alisha Johnson made a motion to approve the Purchases over \$5,000 as presented and the authority of administration and board representative Al Pranno to enter into negotiations regarding the playground building and expenses herewith; Lee Peterson seconded. Motion passed; the votes were as follows:

- *Al Pranno – AYE*
- *Andrew Lavin – AYE*
- *David Ray – AYE*
- *Alisha Johnson – AYE*
- *Anna Mark – AYE*
- *Lee Peterson – AYE*
- *Jim Collings – AYE*

○ **Award of Contract on Construction Invitation for Bids**

There was one response received to the invitation for bids. The remodeling will include reconfiguring of some classrooms, adding doors for additional accessibility, an improved teacher lounge, a dedicated library space, and playground landscaping. The Building Reunification committee has reviewed the bid and has recommended that the board award the construction contract to OneWest Construction.

Lee Peterson made a motion to award the construction contract to OneWest Construction; Jim Collings seconded. Motion passed; the votes were as follows:

- *Al Pranno – AYE*
- *Andrew Lavin – AYE*
- *David Ray – AYE*
- *Alisha Johnson – AYE*
- *Anna Mark – AYE*
- *Lee Peterson – AYE*
- *Jim Collings – AYE*

○ **2022-2023 Calendar**

Priscilla Stringfellow reviewed the proposed calendar. The calendar closely aligns with the Davis School District calendar. The administration has reviewed comments submitted by the community and taken those into consideration in the creation of the calendar.

Al Pranno made a motion to approve the 2022-2023 Calendar; Alisha Johnson seconded. Motion passed; the votes were as follows:

- *Al Pranno – AYE*
- *Andrew Lavin – AYE*
- *David Ray – AYE*
- *Alisha Johnson – AYE*
- *Anna Mark – AYE*
- *Lee Peterson – AYE*
- *Jim Collings – AYE*

○ **Board Rules of Order and Procedure and Public Comment Instructions**

The board rules of order and procedure were outdated and have been revised to better align with current practices. The public comment instructions have been revised for simplicity.



Anna Mark made a motion to approve the Board Rules of Order and Procedure and Public Comment instructions, with the amendment of adjusting any language referring to “Chair” to “President”; Alisha Johnson seconded. Motion passed; the votes were as follows:

- *Al Pranno – AYE*
- *Andrew Lavin – AYE*
- *David Ray – AYE*
- *Alisha Johnson – AYE*
- *Anna Mark – AYE*
- *Lee Peterson – AYE*
- *Jim Collings – AYE*

○ **Positive Behavior Plan**

This plan satisfies the requirement for programs that focus on peer pressure, mental health, and creating positive relationships, documenting some programs already in existence and some to be implemented. The plan has been reviewed by various school committees for input.

Al Pranno made a motion to approve the Positive Behavior Plan; Anna Mark seconded. Motion passed; the votes were as follows:

- *Al Pranno – AYE*
- *Andrew Lavin – AYE*
- *David Ray – AYE*
- *Alisha Johnson – AYE*
- *Anna Mark – AYE*
- *Lee Peterson – AYE*
- *Jim Collings – AYE*

Business of Administration and Staff

DIRECTOR’S REPORT

○ **Success Celebrated!**

Brandie Evans reviewed recent school events, including participation in the Martin Luther King Jr. Speech Contest, a production of Into the Woods, a spelling bee, and a Slippers & Stories reading event. Students earned a Free Dress Day through uniform compliance. The administration expressed their appreciation to the Builders PTO for their support in carrying out so many successful events.

○ **Health and Safety**

An overview of HB 183 was provided, discussing changes to the test to stay program and to in-person instruction requirements. The school is prepared to meet the ongoing challenges of COVID-19 and is equipped, if necessary, to pivot between in-person and remote learning.

○ **Enrollment Update**

Applications for the 2022-2023 are now being accepted. Lotteries will continue to be held until full enrollment in each grade has been reached. All-day kindergarten enrollment and instruction was discussed.

○ **Marketing and Development**



Enrollment Interest Meetings will take place on the first and third Wednesdays of each month. The school newsletter continues to be sent out twice each month.

○ **Building Unification**

The new building construction has continued to progress. Upgrades to the existing Woods Cross campus will begin over February break, as discussed earlier in the meeting.

○ **Professional Development**

Parent-teacher conferences were held in the last week and good feedback was received from families. Teachers have finished their first unit of their LETRS training. Administrative structure is being written out to streamline faculty processes and better identify administrative roles. Classroom and behavior management training was provided, teaching new interventions to help teachers connect with students to improve behaviors.

○ **Students**

Acadience Reading data of the Beginning- and Middle-of-Year sessions was presented, highlighting increase in proficiency by grade level. Acadience Math assessments are being completed, and results will be presented at a future meeting.

○ **Character Education**

The February virtual assembly was held, focused on the principle of exhibiting discipline and self-control. Interviews with teachers were shown, and students are working to show self-control by keeping their cubbies tidy.

CLOSED MEETING

No closed session held.

ADJOURN

Al Pranno made a motion to adjourn the board meeting; David Ray seconded. Motion passed; the votes were as follows:

- *Al Pranno – AYE*
- *Andrew Lavin – AYE*
- *David Ray – AYE*
- *Alisha Johnson – AYE*
- *Anna Mark – AYE*
- *Lee Peterson – AYE*
- *Jim Collings – AYE*

Adjourned board meeting at 9:26 PM.

Legacy Preparatory Academy
2/28/2022

66% of the fiscal year has expired

	Year-to Date Actuals	Original Budget	Final Budget	% of Forecast
Revenue				
1000 Local	\$ 143,097	\$ 215,054	\$ 239,612	60%
3000 State	\$ 5,569,769	\$ 8,550,567	\$ 8,437,221	66%
4000 Federal	\$ 65,151	\$ 142,498	\$ 433,315	15%
5000 Other Financing Sources	\$ -	\$ -	\$ -	
Total Revenue	\$ 5,778,017	\$ 8,908,119	\$ 9,110,148	63%
Expenses				
100 Salaries	\$ 2,571,703	\$ 4,739,378	\$ 4,595,936	56%
200 Benefits	\$ 542,954	\$ 1,197,747	\$ 1,197,747	45%
300 Prof & Technical Services	\$ 336,843	\$ 319,000	\$ 554,685	61%
400 Purchased Property Services	\$ 523,256	\$ 1,012,000	\$ 1,162,000	45%
500 Other Purchased Services	\$ 65,531	\$ 95,500	\$ 96,325	68%
600 Supplies and Materials	\$ 399,801	\$ 437,000	\$ 494,043	81%
700 Property, Equipment	\$ 156,425	\$ 319,654	\$ 176,618	89%
800 Debt Service and Misc	\$ 431,399	\$ 836,470	\$ 868,119	50%
Total Expenses	\$ 5,027,912	\$ 8,956,749	\$ 9,145,473	55%
Net Income from Operations	\$ 750,105	\$ (48,630)	\$ (35,325)	

	Forecast	Goal
Operating Margin (rolling 5 year)	9.8%	>3.2%
*Debt Serv Coverage	1.50	> 1.3
**Days Cash on Hand	239	100+
Building Payment %	7.6%	< 20%
End of Year Cash Balance Projection	5,979,310.64	
Current Unrestricted Cash (non bond)	6,421,131.08	
*Debt Service Ratio required by bonds 1.05		
**Days Cash on Hand required by bonds 30		

Fiscal Year Ending 2022
Enrollment by Grade and Month

	A	S	O	N	D	J	F	M	A	M
K	75	74	75	77	75	75	73			
1	101	100	101	103	102	101	100			
2	89	87	85	86	84	84	84			
3	95	94	94	95	95	94	94			
4	86	86	86	87	87	88	87			
5	94	94	94	92	92	92	91			
6	100	100	102	102	101	99	98			
7	86	88	88	87	87	83	83			
8	104	107	107	105	103	99	98			
9	81	81	81	78	77	76	75			
Total	911	911	913	912	903	891	883	-	-	-
Change	(72)	-	2	(1)	(9)	(12)	(8)	(883)	-	-

Fiscal Year Ending 2021
Enrollment by Grade and Month

	A	S	O	N	D	J	F	M	A	M
K	115	115	114	113	113	108	105	105	105	105
1	102	102	104	103	103	98	98	98	98	98
2	109	106	106	107	107	102	98	98	98	97
3	104	105	106	106	105	100	100	100	100	100
4	105	102	103	100	100	96	95	95	94	94
5	111	115	113	113	111	110	110	109	108	108
6	116	109	111	109	108	107	108	107	106	106
7	106	107	108	109	108	103	102	101	100	100
8	92	92	91	91	89	89	89	89	88	88
9	87	88	91	91	91	88	88	87	87	87
Total	1,047	1,041	1,047	1,042	1,035	1,001	993	989	984	983
Change	1,047	(6)	6	(5)	(7)	(34)	(8)	(4)	(5)	(1)



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July-Feb 2022 (Draft)
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	2021 YTD Actuals	Current YTD Actuals	% Change from Prior Year	Submitted Original Budget	% of Original Budget	Forecast FY22 as of Feb 2022	% of Final Budget
Revenue							
1000 Local							
1510 Interest on Investments	17,660.03	10,107.00	-43%	21,000.00	48%	21,000.00	48%
1710 Admissions				27,000.00	0%	27,000.00	0%
1720 School Sales	7,105.00	34,078.00	380%	88,000.00	39%	88,000.00	39%
1730 Student Organizations				2,500.00	0%	2,500.00	0%
1740 School Fees	51,842.00	76,161.00	47%	70,704.00	108%	76,161.00	100%
1750 Enterprise Activities		2,406.00		850.00	283%	2,406.00	100%
1760 Fines	75.00	617.00	723%	-		617.00	100%
1770 Fundraisers		7,471.00				7,471.00	100%
1910 Rentals	140.00	300.00	114%	2,500.00	12%	2,500.00	12%
1920 Donations	31,199.45	11,032.00	-65%			11,032.00	100%
1940 Textbooks	-						
1990 Miscellaneous	194.70	925.00	375%	2,500.00	37%	925.00	100%
Total 1000:	108,216.18	143,097.00	32%	215,054.00	67%	239,612.00	60%
3000 State							
3010 Regular School Prgm K-12	2,353,904.75	2,312,806.33	-2%	3,549,031.37	65%	3,473,433.47	67%
3020 Professional Staff	146,724.54	144,058.73	-2%	220,427.59	65%	216,113.56	67%
3105 Special Education -- Add-On	394,509.17	417,876.92	6%	608,010.92	69%	626,815.38	67%
3110 Special Education -- Self-Contained	23,160.90	28,694.48	24%	41,750.45	69%	43,041.70	67%
3120 SPED Extended Year	10,311.77	3,242.36	-69%	-		15,646.94	21%
3122 SpEd Extended Year Special Educ	438.00	2,190.00	400%	-		-	
3125 SpEd - Impact Aid	8,203.90	8,806.80	7%	12,736.79	69%	13,130.71	67%
3130 Class Size Reduction - K-8	216,853.24	215,826.83	0%	325,404.45	66%	325,404.45	66%
3155 Career and Tech Ed - Add On	3,777.34	6,006.01	59%	5,828.00	103%	5,973.51	101%
3160 Early Intervention-OEK	-	81,768.15					
3211 Charter School Funding	10,000.00	72,068.06	621%	105,762.78	68%	105,762.78	68%
3216 Supplemental Educator Covid-19 Stipends	154,656.52		-100%				
3220 Charter School Local Replacement	1,810,480.00	1,719,250.81	-5%	2,834,807.54	61%	2,749,642.85	63%
3305 Enhancement for Accelerated Students	5,207.77		-100%	7,511.44	0%	7,511.44	0%
3336 Enhancement for At-Risk	33,469.60	33,469.60	0%	50,204.40	67%	50,204.40	67%
3350 Early Literacy Program	23,007.44	33,394.73	45%	38,152.03	88%	38,152.03	88%
3401 EL Software Initiative and Support	7,566.01		-100%				
3460 Educator Salary Adjustment	203,221.78	199,789.65	-2%	304,832.67	66%	304,832.67	66%
3461 Teacher Salary Supplement Program	2,722.21	-	-100%				
3490 Teacher Materials and Supplies	9,370.06	9,008.73	-4%	9,365.15	96%	9,365.15	96%
3520 School Land Trust Program	141,168.00	138,344.00	-2%	133,045.20	104%	138,344.00	100%
3530 Teacher & Student Success Act	107,890.41	120,182.88	11%	181,928.33	66%	181,928.33	66%
3535 Professional Learning	-	4,603.00				6,632.40	69%
3540 Student Health & Counseling Support	23,664.99	14,165.25	-40%	56,661.00	25%	56,661.00	25%
3580 Library Books & Electronic Res	768.19	732.39	-5%	1,106.86	66%	1,141.09	64%
3585 Digital Teaching and Learning	-			64,000.00		64,000.00	0%
3800 Non-MSP State Revenues							
3802 Reading Difficulties	3,955.93		-100%				
3803 Suicide Prevention	1,066.34	1,000.00	-6%			1,000.00	100%
3804 E Cigarette & Nicotine Prevention		2,332.93				2,332.93	100%
3805 Underage Drinking		150.00				150.00	100%
3990 State Revs from Non-USBE Agency	-						
Total 3000:	5,696,098.86	5,569,768.64	-2%	8,550,566.97	65%	8,437,220.79	66%
4000 Federal							
4522 IDEA Part-B Preschool	-	-		2,172.00	0%	2,172.00	0%
4524 IDEA Part-B	-	-		131,726.00	0%	131,726.00	0%
4703 GEER Funding	11,982.22	-	-100%			30,563.52	0%
4701 ESSER Funding	-	-					
4202 ESSER II Funding	-	61,777.24				84,777.24	73%
4204 ESSER III (ARP)	-	-				96,500.00	
4702 K-12 Coronavirus Relief and PPE	34,190.67	-	-100%				
4524a Results Driven Accountability Grant	8,613.28	-	-100%			78,976.50	0%
4860 Title IIA	4,807.18	3,374.00	-30%	8,600.00	39%	8,600.00	39%
Total 4000:	59,593.35	65,151.24	9%	142,498.00	46%	433,315.26	15%
5000 Other Financing Sources							
5400 Long-term Debt Proceeds	-	-					
5500 Proceeds from Capital Lease	-	-					
Total 5000:	-	-		-		-	
Total Revenue:	5,863,908.39	5,778,016.88	-1%	8,908,118.97	65%	9,110,148.05	63%



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	2021 YTD Actuals	Current YTD Actuals	% Change from Prior Year	Submitted Original Budget	% of Original Budget	Forecast FY22 as of Feb 2022	% of Final Budget
Expenses							
100 Salaries							
110 General District	125,728.66	182,426.00	45%	229,564.00	55%	331,000.00	55%
120 School Administrative	202,950.73	94,240.00	-54%	376,619.00	54%	161,442.00	58%
130 Teachers and Substitutes	1,588,826.71	1,756,791.00	11%	3,049,855.00	52%	2,935,000.00	60%
130 Stipends and Summery Recovery	-	-		-		75,000.00	
140 Non-Instructional	47,982.78	16,223.00	-66%	115,050.00	42%	125,065.00	13%
150 Office	162,502.88	193,979.00	19%	305,861.00	53%	306,000.00	63%
160 Instructors	301,899.96	304,957.00	1%	591,029.00	51%	591,029.00	52%
180 Custodial Services	23,133.34	21,387.00	-8%	63,650.00	36%	63,650.00	34%
190 Other Salaries	3,450.00	1,700.00	-51%	7,750.00	45%	7,750.00	22%
Total 100:	2,456,475.06	2,571,703.00	5%	4,739,378.00	54%	4,595,936.00	56%
200 Benefits							
220 FICA/Medicare	151,936.41	195,911.00	29%	362,563.00	54%	362,563.00	54%
230 Retirement	87,225.35	55,872.00	-36%	178,549.00	31%	178,549.00	31%
240 Group Insurance & Other Benefits	286,283.15	286,313.00	0%	635,826.00	45%	635,826.00	45%
270 Worker's Compensation Fund	1,804.22	3,176.00	76%	13,309.00	24%	13,309.00	24%
280 Unemployment Insurance	-	1,682.00		7,500.00	22%	7,500.00	22%
Total 200:	527,249.13	542,954.00	3%	1,197,747.00	45%	1,197,747.00	45%
300 Prof & Technical Services							
310 Official/Admin Services	1,300.00	-	-100%	-		-	
320 Prof Educational Services	89,622.00	109,011.00	22%	164,000.00	66%	164,000.00	66%
330 Employee Training and Development	3,558.06	4,369.00	23%	20,000.00	22%	20,000.00	22%
340 Other Professional Services	43,989.91	59,985.00	36%	47,000.00	128%	59,985.00	100%
349 Legal Services	6,105.00	10,224.00	67%	25,000.00	41%	25,000.00	41%
345 Business Services	-	104,562.00		-		222,700.00	47%
350 Technical Services	39,671.30	48,692.00	23%	63,000.00	77%	63,000.00	77%
Total 300:	184,246.27	336,843.00	83%	319,000.00	106%	554,685.00	61%
400 Purchased Property Services							
410 Water / Sewage / Garbage	17,607.55	12,595.00	-28%	29,000.00	43%	29,000.00	43%
420 Cleaning Services	55,624.00	52,613.00	-5%	89,000.00	59%	89,000.00	59%
430 Repairs / Maintenance / Monitoring	43,927.56	30,471.00	-31%	110,000.00	28%	110,000.00	28%
440 Rentals & Leases	41,589.47	391,115.00	840%	784,000.00	50%	784,000.00	50%
450 Construction	-	36,462.00		-		150,000.00	24%
Total 400:	158,748.58	523,256.00	230%	1,012,000.00	52%	1,162,000.00	45%
500 Other Purchased Services							
510 Student Transportation Services	(48,640.00)	3,354.00	-107%	10,000.00	34%	10,000.00	34%
520 Insurances (GL/Prop/D&O)	53,282.00	51,800.00	-3%	55,000.00	94%	55,858.00	93%
530 Communications (Phone/Internet)	5,019.19	4,726.00	-6%	8,000.00	59%	8,000.00	59%
540 Advertising	3,991.47	8,242.00	106%	5,000.00	165%	8,242.00	100%
550 Printing	26.00	184.00	608%	15,000.00	1%	15,000.00	1%
560 Tuition Other Districts	75.00	(2,775.00)	-3800%	500.00	-55%	(2,775.00)	100%
580 Travel	-	-		2,000.00	0%	2,000.00	0%
Total 500:	13,753.66	65,531.00	376%	95,500.00	69%	96,325.00	68%
600 Supplies and Materials							
610 General Supplies	86,872.99	96,736.00	11%	125,000.00	77%	125,000.00	77%
615 Student Uniforms, Clothing	841.11	-	-100%	15,000.00	0%	15,000.00	0%
620 Energy Supplies (Gas, Electricity)	48,690.45	52,505.00	8%	85,000.00	62%	85,000.00	62%
640 Curriculum	86,573.35	41,517.00	-52%	60,000.00	69%	60,000.00	69%
650 Supplies-IT related	86,783.82	111,027.00	28%	75,000.00	148%	111,027.00	100%
670 Software	42,824.73	52,870.00	23%	37,000.00	143%	52,870.00	100%
680 Maintenance & Cleaning Supplies	28,597.29	45,146.00	58%	40,000.00	113%	45,146.00	100%
Total 600:	381,183.74	399,801.00	5%	437,000.00	91%	494,043.00	81%
700 Property, Equipment							
710 Land and Site Improvements	-	149,461.00		319,654.27	47%	169,654.27	88%
720 Buildings	-	-		-		-	
730 Equipment	-	6,964.00		-		6,964.00	100%
Total 700:	-	156,425.00		319,654.27	49%	176,618.27	89%
800 Debt Service and Misc							
810 Dues and Fees	15,461.41	102,859.00	565%	25,000.00	411%	102,859.00	100%
820 Judgements against the LEA	-	-		-		-	
830 Principal, Bond Fees & Interest on Debt	345,675.00	310,575.00	-10%	710,270.00	44%	745,260.00	42%
850 Contingency	-	17,965.00		-		20,000.00	90%
890 Miscellaneous	11,875.18	-		101,200.00	18%	-	
Total 800:	373,011.59	431,399.00	16%	836,470.00	52%	868,119.00	50%
Total Expenses:	4,094,668.03	5,027,912.00	23%	8,956,749.27	56%	9,145,473.27	55%
Net Income:	1,769,240.36	750,104.88		(48,630.30)		(35,325.22)	-2123%

PURCHASES OVER \$5000

- Global Janitorial (North Campus Janitorial Services) - \$7,293.00
- Orion Educational Support Services (Speech Therapy) - \$11,256.25
- Academica West (February Business Services) - \$34,653.97
- Green Collective (South Campus March Lease Payment) - \$60,000.00



Legacy Preparatory Academy

Proposed 2022-2023 Student Fee Schedule

The following student fees may be assessed to students of Legacy Preparatory Academy as follows:

REQUIRED FEES (For all fully and partially enrolled students in grades 7-9)		
GRADE	FEES FOR COURSE AND ACTIVITY SUPPLIES AND EXPENDITURES FUNDED BY FEES (SPEND PLAN)	TOTAL FEE
7-9	<ul style="list-style-type: none"> ● Required Class Supplies: \$50 ● Student Activity Supplies: \$30 	\$80

FEES FOR OPTIONAL CURRICULAR AND CO-CURRICULAR COURSES AND PROGRAMS (For all fully and partially enrolled students in grades 7-9)		
FEE DESCRIPTION	EXPENDITURES FUNDED BY FEE (SPEND PLAN)	TOTAL FEE
Art – 3D	<ul style="list-style-type: none"> ● Assorted art supplies 	\$55/semester
Art – Drawing 1 & 2	<ul style="list-style-type: none"> ● Assorted art supplies 	\$30/semester
Art – Foundations	<ul style="list-style-type: none"> ● Assorted art supplies 	\$40/semester
Band – Concert	<ul style="list-style-type: none"> ● Fees paid to LPA: music, general band supplies, t-shirt, guest instruction (\$50) ● Fees paid to third-party vendor: instrument rental (up to \$450) 	\$500
Band – Wind Ensemble	<ul style="list-style-type: none"> ● Fees paid to LPA: music, general band supplies, t-shirt, guest instruction (\$65) ● Fees paid to third-party vendor: instrument rental (up to \$450) 	\$515
Band – Instrument Rental	<ul style="list-style-type: none"> ● Upkeep on instrument 	\$50/semester
Dance – Ballroom	<ul style="list-style-type: none"> ● Fees paid to LPA: jacket and shirt, costume and supplies, team travel, individual/team entry fees (\$430) ● Fees paid to third-party vendor: shoes (boys and girls), leotard (girls) (\$70-\$144) 	\$574
Dance – Social	<ul style="list-style-type: none"> ● Fees paid to LPA: winter and spring competition supplies (\$10/semester) ● Fees paid to third-party vendor: shoes (up to \$42) 	\$52/semester
Dance – Contemporary	<ul style="list-style-type: none"> ● Team wear ● Costumes and supplies 	\$150
Debate	<ul style="list-style-type: none"> ● Jr Scholastic subscription ● Team T-shirt ● Tournament medals/trophies 	\$40

Guitar	<ul style="list-style-type: none"> ● Fees paid to LPA: music, general supplies (\$25) ● Fees paid to third-party vendor: guitar rental (up to \$200) 	\$225
Orchestra – 1st year (LPA instrument borrow)	<ul style="list-style-type: none"> ● Use of school instrument ● String/bow replacement ● Accessories/supplies ● Music ● T-shirt 	\$175
Orchestra – 1st year (Third party [not LPA] instrument rental)	<ul style="list-style-type: none"> ● Fees paid to LPA: music, t-shirt, quick repairs, supplies (\$100) ● Fees paid to third-party vendor: instrument rental (up to \$450) 	\$550
Orchestra – 2/3rd year (LPA instrument borrow)	<ul style="list-style-type: none"> ● Use of school instrument ● String/bow replacement ● Accessories/supplies ● Music ● T-shirt 	\$150
Orchestra – 2/3rd year (Third party [not LPA] instrument rental)	<ul style="list-style-type: none"> ● Fees paid to LPA: music, t-shirt, quick repairs, supplies (\$100) ● Fees paid to third-party vendor: instrument rental (up to \$450) 	\$550
Spanish II	<ul style="list-style-type: none"> ● T-shirt, supplies 	\$14
Student Body Officers	<ul style="list-style-type: none"> ● School SBO Sweater, supplies 	\$65
Theater – Advanced Musical	<ul style="list-style-type: none"> ● Fees paid to LPA: costumes, music, scripts, choreographer/set design stipend, t-shirt, supplies (\$225) ● Fees paid to third-party vendor: dance shoes, costume (\$70) 	\$295
Theater – Intermediate Musical	<ul style="list-style-type: none"> ● Fees paid to LPA: costumes, music, scripts, choreographer/set design stipend, t-shirt, supplies (\$115) ● Fees paid to third-party vendor: dance shoes, costume (\$85) 	\$200
Theater – Drama 1	<ul style="list-style-type: none"> ● Costumes, scripts, set design stipend, t-shirt, supplies 	\$30
Theater – Drama 2	<ul style="list-style-type: none"> ● Scripts, set design stipend, costumes 	\$30
Theater – Intro to film	<ul style="list-style-type: none"> ● Film rental, scripts, supplies 	\$25/semester
Theater – Technical	<ul style="list-style-type: none"> ● Scripts 	\$40

**FEEES FOR OPTIONAL AFTER-SCHOOL CLUBS, ACTIVITIES, AND SPORTS
(For participating students in grades identified below)**

FEE DESCRIPTION	EXPENDITURES FUNDED BY FEE (SPEND PLAN)	TOTAL FEE
Basketball boys/girls (grades 6-9)	<ul style="list-style-type: none"> • Fees paid to LPA: team supplies, league fees, team spirit wear, coach stipend (\$120) • Fees paid to third-party vendor: end of season dinner (up to \$15) 	\$135
Cross Country co-ed (grades 5-9)	<ul style="list-style-type: none"> • Fees paid to LPA: team supplies, league fees, team spirit wear, coach stipend (\$70) • Fees paid to third-party vendor: end of season dinner (up to \$15) 	\$85
Soccer boys/girls (grades 6-9)	<ul style="list-style-type: none"> • Fees paid to LPA: team supplies, league fees, team spirit wear, coach stipend (\$100) • Fees paid to third-party vendor: end of season dinner (up to \$15) 	\$115
Ultimate Frisbee co-ed (grade 6-9)	<ul style="list-style-type: none"> • Fees paid to LPA: team supplies, league fees, team spirit wear, coach stipend (\$25) • Fees paid to third-party vendor: food for game day (up to \$10) 	\$35
Volleyball boys/girls (grades 6-9)	<ul style="list-style-type: none"> • Fees paid to LPA: team supplies, league fees, team spirit wear, coach stipend (\$125) • Fees paid to third-party vendor: navy blue spandex shorts, end of season dinner (up to \$45) 	\$170
Basketball Intramurals (5-6)	<ul style="list-style-type: none"> • T-shirt, coach stipend 	\$20
Musical (grades 3-4)	<ul style="list-style-type: none"> • Fees paid to LPA: costumes, scripts, director stipend, supplies, t-shirt, choreographer, set design (\$75) • Fees paid to third-party vendor: dance shoes, costume (up to \$60) 	\$135
Clubs (grades 3-9)	<ul style="list-style-type: none"> • Supplies 	\$10/club
Musical (grade 5-6)	<ul style="list-style-type: none"> • Fees paid to LPA: costumes, scripts, director stipend, supplies, t-shirt, choreographer, set design (\$100) • Fees paid to third-party vendor: dance shoes, costume (up to \$60) 	\$160
Admissions/Ticket sales (grades K-9)	<ul style="list-style-type: none"> • Administrative costs, supplies for activity 	Up to \$25
Late Pick up Fine	<ul style="list-style-type: none"> • Administrative costs 	\$15

PER STUDENT ANNUAL MAXIMUM FEE AMOUNT FOR SCHOOL YEAR: \$2500

This amount reflects the total student fees any student would be required to pay if the student participated in all courses, programs, and activities provided, sponsored, or supported by the school for the year.

Notice to Parents: Your student may be eligible to have one or more of their fees waived. If your student files a fee waiver request with the school and the request is denied, you may appeal the school's decision.

Other Information:

1. Fee Waivers are available for eligible families in the Office, the website, or you can access the form at [Fee waiver K-6](#) or [Fee waiver 7-9](#). Please make sure the form is for the current year. A new fee waiver application must be submitted each school year.
2. More information about LPA's fee policies can be found in the Parent Student Handbook under Fees and Fee Waivers.
3. All fees listed are the maximum amounts charged per pupil for each class or school-sponsored activity. Actual amount charged may be less.
4. All students are responsible to pay for any loss, breakage, or damage they cause to school property. Loss, breakage, or damage is not subject to the fee waiver requirement.

Legacy Preparatory Academy School Fees Policy

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I. PURPOSE

Legacy Preparatory Academy Governing Board adopts this policy to provide for the orderly establishment and management of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; and to prohibit practices that would exclude students unable to pay fees from participation in school-sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

II. POLICY

- A. A school, school official, or employee may not charge or assess a fee or request or require something of monetary value as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school including for a co-curricular or extra-curricular activity, unless the fee has been approved by and included in the Legacy Prep Governing Board fee schedule.
- B. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, Legacy Prep shall limit student expenditures and school-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.
- C. Legacy Prep shall provide notice to a parent of each student attending the school of all current fee schedules and the opportunity for fee waivers prior to the student being registered for a course, activity, or program to enable the parent and student to make an informed decision prior to committing to the student's enrollment or participation.
- D. Legacy Prep shall provide an opportunity for a parent to apply to have one or more fees waived (or be provided alternatives to waivers) and shall grant requested fee waivers (or alternatives to waivers) to students who are eligible under the provisions of this policy.
- E. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with Legacy Preparatory Academy policies and state law.

III. ESTABLISHING A FEE SCHEDULE

- A. "Fee" means a charge, expense, deposit, rental, or payment:
 - 1. regardless of how it is termed, described, requested, or required directly or indirectly;
 - 2. in the form of money, goods, or services; and
 - 3. that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by an LEA.

- B. "Fee" includes:
 1. money or something of monetary value raised by a student or the student's family through fundraising;
 2. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
 3. payments made to a third party that provides a part of a school activity, class, or program
 4. charges or expenditures for classroom: a. textbooks; b. supplies; or c. materials;
 5. charges or expenditures for school activity clothing; and 6. a fine, other than a fine identified in the subsection below.
- C. "Fee" does not include:
 1. a student fine specifically approved by the Board for:
 - a. failing to return school property;
 - b. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Section 53G-8-212; or
 - c. improper use of school property, including a parking violation;
- D. a payment for school breakfast or lunch;
- E. a deposit that is:
 - a. a pledge securing the return of school property that is refunded upon the return of the school property; or
 - b. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program or
- F. Charges associated with a student's participation in a non-curricular club.

IV. FEE SETTING PROCESS

- A. Legacy Prep, in consultation with stakeholders, will develop a proposed fee schedule and policies to submit to the Board. When determining a fee proposal for Board approval, staff may consider the following factors:
 1. the school's cost to provide the activity, class, or program;
 2. the school's student enrollment;
 3. the median income of families:
 - a. •within the school's boundary; or
 - b. •enrolled in the school;
 4. the number and monetary amount of fee waivers, designated by individual fees, annually granted within the prior three years;
 5. the historical participation and school interest in certain activities;
 6. the prior year fee schedule;
 7. the amount of revenue collected from each fee in the prior year;
 8. fund-raising capacity;
 9. prior year community donors; and

10. other resources available, including through donations and fundraising.

B. Board Approval of Fee Schedules and Policies

1. The Board shall annually review the provisions of this policy.
2. Fee schedules and policies for the Legacy Prep shall be adopted by the Board on or before April 1st of each year in a regularly scheduled public meeting of the Board.
3. Adoption of Legacy Prep's fee schedule may not be delegated to a community council, staff member, or any other advisory committee or group.
4. Prior to adopting the annual fee schedule, the Board shall encourage public participation in the process and provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.
5. The Board shall provide notice of the meetings:
 - a. to the public in accordance with the Utah Open and Public Meetings Act; and
 - b. to parents and students using the same form of communication regularly used by the Legacy Prep to communicate with parents, including notice by e-mail, text, flyer, or phone call.
6. Minutes of the Board meeting during which the fee and fee policies are adopted together with copies of the approved policy and fee schedule shall be kept on file and made available upon request as required by UCA 52-4-203. 7. The Board may adopt amended fee schedules after the April 1st date following the same approval process used for the original fee schedule.

C. Fee Schedule Requirements

1. The Board's adopted fee schedule shall include:
 - a. a specific amount for each fee;
 - b. if a student is responsible for multiple fees related to one activity, class, or program, a clear and easy to understand delineation of each fee and the fee total for each activity, class, or program;
 - c. **Beginning with the 2020-2021 school year:**
 - i. a per student annual maximum aggregate fee amount that Legacy Prep may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by a school for the year;
 - ii. a maximum fee amount per student for each activity;
 - iii. a spend plan for the revenue collected from each fee charged. The spend plan for each fee charged should provide students, parents, and employees transparency by identifying the fee's funding uses. The fee's corresponding spend plan shall include a list or description of anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

D. Considerations in setting maximum fees

1. Legacy Prep is given wide latitude in setting fee maximums. Maximums have been set to protect students and families from unreasonable expenditures in order to participate in classes, activities, or programs. Fee waivers are not funded by school fees, and are funded through unrestricted State revenues or other unrestricted local revenues.

2. The amount of revenue raised by a student through voluntary individual fundraisers or required group fundraisers shall be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.
3. **Beginning with the 2020-2021 school year**, students and parents who do not qualify for fee waivers may not be required to pay an increased fee amount to make-up for or cover the costs of students and families who qualify for fee waivers.
 - a. In calculating the expense incurred by Legacy Prep in relation to an individual student, the cost of providing fee waivers to fee waiver eligible students may not be considered.
 - b. Schools may notify students and families that they may voluntarily pay an increased fee amount or provide a donation to assist in covering the costs of other students and families.
4. **Beginning with the 2021-2022 school year**, a fee shall be equal to or less than the expense incurred by Legacy Prep to provide for a student activity, course, or program.
 - a. An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
5. A fee listed on a school fee schedule is the maximum amount which may be charged per student for a class or school sponsored or supported activity including uniforms, travel, and clinics, regardless of whether the activity is labeled as curricular, co-curricular or extra-curricular. The actual amount charged may be less.

V. FEES FOR CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY

A. Elementary Schools

1. No fee may be charged in kindergarten through grade six for any regular school day activity including assemblies and field trips or for any snacks, materials, textbooks, instructional or school supplies, or fundraising such as “dress down days” except as provided in Subsection 2 below.
2. An elementary school or teacher may provide to a student’s parent or guardian a suggested list of student supplies, as defined in this policy, for use during the regular school day so that a parent or guardian may furnish, on a voluntary basis, those supplies for student use. Such a list must include the following language: *“Notice: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school.”*
3. The school must provide any necessary school supplies not voluntarily furnished by a parent or guardian.

B. Secondary Schools

1. Fees may be charged in connection with an activity, class, or program provided, sponsored, or supported by a school for a student in a secondary school that takes place during the regular school day if the fee is on the Board approved fee schedule.
2. All fees are subject to the fee waiver provisions of this policy.
3. If a secondary class is established or approved, which requires payment of fees or purchase of items for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit or highest grades, the fees or costs for the class must be approved by and appear on the Board fee schedule and shall be subject to the fee waiver provisions of this policy.
4. A school may require a secondary student to provide student supplies as defined in this policy.
5. If a school requires special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint, the cost of the special shoes or items of clothing are considered a fee, and subject to fee waiver.
6. **Beginning in the 2022-2023 school year schools may not charge a fee for:**
 - a. a textbook. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.
 - i. "Textbook" means instructional material necessary for participation in a course or program, regardless of the format of the material including:
 - a) books, printed materials, and consumable workbooks;
 - b) computer hardware, software, or digital content; and
 - c) cost of maintenance and replacement as a result of normal use.
 - ii. "Textbook" does not include instructional equipment.
7. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the LEAs fee schedule and are subject to fee waivers. Additionally, beginning with the 2022-23 school year, any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and therefore shall be provided free of charge.
8. Schools **may charge a fee** for instructional equipment subject to fee waivers.
 - a. "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.
 - b. "Instructional equipment" includes course related tools or instruments.
9. Legacy Prep may charge the cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.

VI. PROJECT RELATED COURSES

- A. In project related courses, projects required for course completion shall be free to all elementary school students and included in the approved course fee and be waivable for secondary students.
- B. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to fee waiver.
- C. A school shall avoid allowing high cost additional projects, particularly if authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.
- D. A school or teacher may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.

VII. SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

- A. Fees may be charged in connection with any school-sponsored program or activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if:
 - 1. participation in the activity is voluntary;
 - 2. the fee is on the Board approved fee schedule;
 - 3. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;
 - 4. the fee revenue is collected in compliance with Legacy Prep's financial policies;
 - 5. fee revenue is expended in compliance with the spend plan;
 - 6. the fee is subject to the fee waiver requirements; and
 - 7. for elementary schools, the student's participation in the activity does not affect a student's grade or ability to participate fully in any course taught during the regular school day.
- B. Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.

VIII. NOTICE TO PARENTS

- A. Each school shall annually publish the Board's approved fee schedule, including fee maximums, and fee waiver policies on the school's website in an easily accessible location.

- B. The parent of each student shall be provided a copy of the fee schedule, fee waiver policies, and the school fee documents required by Utah Administrative Code R277-407-6 annually in the school's registration materials and upon registration to the parent of a student who enrolls after the initial registration period.
- C. Upon request, the school shall provide printed copies of school fee schedules, waiver policies, and documents to a parent or guardian who is unable or chooses not to access them through Legacy Prep's website.
- D. If more than 20% of the student or parent population of Legacy Prep uses a single language other than English as their first language, Legacy Prep will publish the fee schedule and fee waiver policies in the language of those families.
- E. The administrator of a school shall make arrangements for a Legacy Prep representative to meet personally with each student's parent or family and make available an interpreter for the parent to understand the fee schedule and waiver policies when the student or parent's first language is a language other than English and Legacy Prep has not published the information in the parent's first language.

IX. FEE WAIVERS

A. General Fee Waiver Provisions

1. "Waiver" or "fee waiver" means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.
2. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or UAC R277-407.
3. A school is not required to waive a non-waivable charge.
4. To ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee, each school will provide for adequate waivers or other provisions in lieu of fee waivers.
5. The process for obtaining a fee waiver, pursuing an alternative to fee waiver, or appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
6. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.

7. Any requirement that a student pay a fee is suspended during any period in which the student's eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.

B. Fee Waiver Eligible Charges

Fees for the following are waivable regardless of whether they are held during the regular school day, during the regular school year, outside of the regular school day, outside of the regular school year, or during the summer:

1. An activity, class, or program that is:
 - a. primarily intended to serve school-age children; and
 - b. taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.
2. An activity, class, or program that is explicitly or implicitly required:
 - a. as a condition to receive a higher grade, or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit; or
 - b. as a condition to participate in a school activity, class, program, or team, including, a requirement for a student to participate in a summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team.
3. An activity or program that is promoted by a school employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in the employee's official capacity.
4. Admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by Legacy Prep including:
 - a. athletic competitions;
 - b. music or theater program performances; and
 - c. parent teacher organization activities.
5. An activity or program where full participation in the activity or program includes:
 - a. travel for state or national educational experiences or competitions;
 - b. debate camps or competitions; or
 - c. music camps or competitions.
6. A concurrent enrollment, CTE, or AP course.
7. Activity clothing required to be worn by a student when participating as a club, school group, or team such as matching jackets, hoodies, t-shirts or other like clothing.
8. Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.

C. Non-waivable Charges

Non-waivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.

1. Non-waivable charges include a personal discretionary charge or purchase for:
 - a. insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 - b. college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and
 - c. a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.

2. Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:
 - a. tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
 - b. a charge for an activity, class, program, that meets the criteria of a noncurricular club as described in Utah Code Title 53G, Chapter 7, Part 7, Student Clubs;
 - c. a charge for a school breakfast or lunch;
 - d. a fine for improper use of school property, including a parking violation; or
 - e. a fine for replacement of damaged or lost school property in accordance with Utah Code Ann. §53G-8-212.
 - i. If the student and the student's parent are unable to pay for damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.
 - ii. No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.

3. **School Uniforms**
 - a. School uniforms are not fees nor are they fee waiver eligible.
 - i. A school uniform is any clothing which is required to be in compliance with Legacy Prep's dress code;
 - a) LPA's school uniform is not a fee since the uniform is not expensive or prescriptive;
 - b) uniform is prescriptive if it can only be purchased from one source or requires specific brands of clothing or very specific colors.

D. Fee Waiver Administrator

1. The School Principal at each campus shall designate at least one person at the appropriate administrative level to act as the "Fee Waiver Administrator." The designated individual shall:

- a. be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
 - b. work in an appropriate setting to facilitate confidential conversations and documents.
2. The Fee Waiver Administrator shall be responsible to:
 - a. review fee waiver applications and verification documents;
 - b. grant or deny fee waiver requests;
 - c. compile all logs and maintain fee waiver documents in compliance with the Family Educational Rights and Privacy Act (FERPA); and
 - d. report fee waiver information.
3. The Fee Waiver Administrator's contact information will be available on the school's website with other school fee information and in student registration materials.
4. A student may not assist in the fee waiver approval process.

E. Application process details

1. Single Application for Entire Family:

- a. A family having more than one student enrolled at Legacy Prep may submit one application which will determine eligibility for fee waivers for all students in the family. The application for fee waiver must be submitted to the school at which the oldest student is enrolled and clearly identify the names, grade levels, and schools of attendance of the other students in the family.

2. Duration of Fee Waiver:

- a. A student must reapply for fee waiver each school year.
- b. Once granted, a fee waiver lasts for the duration of the school year in which it was granted or circumstances of the family change.

3. Change of Circumstances:

- a. If a student or their family experiences a change of financial circumstances so that the waiver eligibility no longer exists or that the eligibility does exist, the Fee Waiver Administrator at the student's school of enrollment may charge or waive a proportional share of the fees for a reduced fee for the remainder of the fee waiver period.

4. Fee Waiver Application Process

- a. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
- b. The application for fee waiver shall be included on each school's website.
- c. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.

- d. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator.

F. Fee waiver eligibility

1. Eligibility Verification

- a. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:
 - i. The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:
 - a) these levels are set to correspond to the income levels for the federal free lunch program and may be found at schools.utah.gov/schoolfees on the fee waiver application form;
 - b) all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.
 - ii. The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
 - iii. The student's family receives Temporary Assistance for Needy Families (TANF) and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.
 - iv. The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
- b. A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.
 - i. A Fee Waiver Administrator may grant a fee waiver to a student, on a case-by-case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee.
 - ii. An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the campus principal to discuss their situation and potential eligibility for fee waiver.
 - iii. Verification may be collected as appropriate for the situation.

G. Notification of Eligibility

- 1. After reviewing the documentation provided by the student and the student's parent, the Fee Waiver Administrator will approve or deny the fee waiver request.

2. The Fee Waiver Administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:
 - a. That the student's eligibility was verified;
 - b. The name and position of the person who reviewed the verification documents;
 - c. The date it was verified; and
 - d. The type of documentation used to verify eligibility.
3. The Fee Waiver Administrator shall maintain documentation of the following:
 - a. The school year the request was submitted;
 - b. The type and amount of fees requested to be waived;
 - c. Whether the request was approved or denied;
 - d. If approved, the type and amount of fees which were waived.
4. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized state board fee waiver decision and appeal form.
5. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.

H. Appeal Process

1. A student or the student's parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to the Executive Director within 10 school days of receiving notice of denial.
2. The school shall contact the parent within two weeks after receiving the appeal and schedule a meeting with the Executive Director to discuss the parent's concerns.
3. If after meeting with the Executive Director the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial, to Legacy's Governing Board.

X. ALTERNATIVES TO WAIVERS

- A. Please refer to this link: <https://www.schools.utah.gov/file/664167f6-52ec-43ca-93aa-dc0d36bef984>

XI. COLLECTION OF SCHOOL FEES

- A. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.

- B. A student may not collect or receive student fees from other students or parents.
- C. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
 - 1. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by Legacy Prep during the regular school day;
 - 2. refuse to issue a course grade; or
 - 3. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.
- D. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.
- E. A school may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.
- F. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with 53G-8-212(2)(a).
- G. Notwithstanding Subsection D, a school may not withhold any records required for student enrollment or placement in a subsequent K-12 school.

XII. FUNDRAISING

- A. Any fundraising activity must be approved and conducted in accordance with Legacy Prep's Fund Raising Policy.
- B. A school may not authorize, establish, or allow for required individual fundraising.
- C. A school may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.
- D. A school may allow for group fundraisers.
- E. A school shall not deny a student membership in or participation on a team or group or in an activity based on the student's non-participation in a fundraiser.
- F. Schools seeking to use alternative methods of raising revenue must comply with Legacy Prep's Fundraising Policy and UAC R277-113.

XIII. DONATIONS IN LIEU OF FEES

- A. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by Legacy Prep and receipt of the donation will not affect participation by an individual student.
- B. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.
- C. Legacy Prep's level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.
- D. Legacy Prep may raise money to offset the cost to Legacy Prep attributed to fee waivers granted to students.

XIV. SCHOOL REPORTING REQUIREMENTS

- A. Each school principal and Legacy Preparatory Academy Board Chair shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy.
- B. The Executive Director shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy and submit the following forms:
 - 1. Student Fee Schedule with Spend Plan
 - 2. School Fee Policy
 - 3. School Fee Waiver Policy
 - 4. Notice of Fee Waiver Criteria provided by the LEA to student's parents
- C. Each school shall maintain records and submit documentation to State Board of Education annually of:
 - 1. number of students enrolled as of October 1
 - 2. number of students granted fee waivers
 - 3. dollar amount of fees waived
 - 4. number of students who worked in lieu of fee waivers
 - 5. dollar amount of fees collected from students
 - 6. dollar amount of fees collected from students for curricular activities
 - 7. dollar amount of fees collected from students for co-curricular activities
 - 8. dollar amount of fees collected from students for extra-curricular activities

XV. TRAINING

Legacy Prep Executive Director shall provide for annual training of Legacy Prep employees on fee related policies enacted by the Board specific to each employee's job function.

XVI. PENALTIES FOR VIOLATION OF SCHOOL FEE POLICY

- A. Any administrator, teacher, advisor or coach who knowingly violates the authorized fee schedule and financial policies as approved annually by the Board will be subject to disciplinary action as outlined by Legacy Prep's Policy.
- B. Monies collected beyond the approved fee schedule will be refunded by the school back to the individual student(s).
- C. If a school violates the authorized fee schedule and financial policy, the Board may impose the following:
 - 1. Issue a letter of reprimand to the individual(s) and/or school.
 - 2. Restrict participation in Legacy Prep, group or state level activities.
 - 3. Drop the school from membership and prohibit participation in any or all Utah High School Activities Association (UHSAA) sponsored activities.
 - 4. The principal, teacher, coach/advisor, and/or the school may be assessed a fine not to exceed \$200.

XVII. DEFINITIONS

Definitions applicable to this policy are intended to be consistent with UAC R277-407. In the case of a discrepancy, the administrative code shall prevail.

- A. "Co-curricular activity" means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum.
- B. "Curricular activity" means an activity, a course, or a program that is:
 - 1. provided, sponsored, or supported by an LEA; and
 - 2. conducted only during school hours.
- C. "Extra-curricular activity" means an activity or program for students, outside of the regular school day, that:
 - 1. is sponsored, recognized, or sanctioned by an LEA; and
 - 2. supplements or compliments, but is not part of, the LEA's required program or regular curriculum.
- D. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:
 - 1. provide financial support to a school or any of the school's classes, groups, teams, or programs; or
 - 2. benefit a particular charity or for other charitable purposes.
- E. "Fundraiser," "fundraising," or "fundraising activity" may include:

1. the sale of goods or services;
 2. the solicitation of monetary contributions from individuals or businesses; or
 3. other lawful means or methods that use students to generate funds.
- F. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- G. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.
- H. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- I. "Noncurricular club" has the same meaning as that term is defined in Section 53G-7-701.
- J. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
1. is authorized by an LEA or school, according to local education board policy; or
 2. satisfies at least one of the following conditions:
 - a. the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by an LEA or school, or an LEA or school employee;
 - b. the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the LEA or school's facilities, equipment, or other school resources; or
 - c. the activity, class, program, fund-raising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.
- K. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.
- L. "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.
- M. "Provision in lieu of fee waiver" does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.
- N. "Regular school day" has the same meaning as the term "school day" described in Section R277-419-2.
- O. "Requested or required by an LEA as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
1. fully participate in school or in a school activity, class, or program;
 2. successfully complete a school class for the highest grade; or
 3. avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
 - a. peer pressure, shaming, stigmatizing, bullying, or the like;
 - b. or withholding or curtailing any privilege that is otherwise provided to any other student.

- P. "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services.
- Q. "Something of monetary value" includes:
1. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
 2. payments made to a third party that provide a part of a school activity, class, or program;
 3. classroom supplies or materials; and
 4. a fine, except for a student fine specifically approved by an LEA for:
 5. failing to return school property;
 6. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or
 7. improper use of school property, including a parking violation.
- R. "Student supplies" means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities.
- S. "Student supplies" include:
1. pencils;
 2. paper;
 3. notebooks;
 4. crayons;
 5. scissors;
 6. basic clothing for healthy lifestyle classes; and
 7. similar personal or consumable items over which a student retains ownership.
- T. "Student supplies" does not include items listed above if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint in order to create a uniform appearance not related to basic function.

REFERENCES

- [Utah Code Ann. §53G-6-402\(5\)](#) – Open enrollment options – processing fee.
- [Utah Code Ann. §53G-6-604](#) – Requirement of school record for transfer of student.
- [Utah Code Ann. §53G-8-212](#) – Defacing or damaging school property – Student’s liability – Work program alternative.
- [Utah Code Ann. Title 53G, Chapter 7, Part 5](#) – Student Fees
- [Utah Code Ann. Title 53G, Chapter 7, Part 6](#) – Textbook Fees
- [Utah Code Ann. Title 53G, Chapter 7, Part 7](#) – Student Clubs
- [Utah Code Ann. Title 53G, Chapter 7, Part 8](#) – School Uniforms
- [Utah Administrative Code R277-113](#) – LEA Fiscal and Auditing Policies Part 7 – School Sponsored Activities
- [Utah Administrative Code R277-407](#) – School Fees
- [Utah Administrative Code R277-713](#) – Concurrent Enrollment of High School Students in College Courses.

School Land Trust Plan SY23

Goal:

Students in all grades K - 6 will achieve a 3% increase in their reading proficiency. (This is part of a continuing, multi-year, emphasis to excel in the English Language Arts, coordinating several grants, including School LAND Trust.)

Measurement:

Students' progress toward reaching this goal will be progress monitored throughout the year with Acadience testing and other valid and reliable tools, ultimate success in reaching this goal will be determined by students' overall performance on State end-of-level testing.

Expenditures:

Request FY23	Available - \$122,446.00
CKLA Workbooks	\$10,000.00
Coaching	\$45,000.00
Teacher stipends afterschool help	\$6,000.00
Language Live	\$17,000.00
Read Naturally Live	\$3,500.00
Rosetta Stone English	\$5,000.00
Literacy/Intervention/Behavior Specialist	\$35,946.00
Total:	\$122,446.00



LEGACY | Preparatory Academy

Classical Education and Fine Arts

Policy: Public Education Materials Development Policy
Adopted:

Purpose

The purpose of this policy is to establish rules related to the sharing of public education materials developed by employees with Legacy Preparatory Academy (the "School") funds or on contract time. The School intends for this policy to comply with the applicable requirements in Utah Administrative Code Rule R277-120.

Policy

Definitions

For purposes of this policy, "public education materials" means courseware and materials developed with School funds or on contract time and includes:

- (a) syllabi;
- (b) instructional materials;
- (c) modules;
- (d) textbooks, including teacher's editions;
- (e) student guides;
- (f) supplemental materials;
- (g) formative and summative assessment supports;
- (h) laboratory activities;
- (i) simulations;
- (j) musical or dramatic compositions;
- (k) audio, video, or photographic material
- (l) manuals;
- (m) codes; and
- (n) software.

Public Education Materials Developed with School Funds or on Contract Time

All public education materials developed by School employees with School funds or on contract time shall, upon review and approval of the School's Director(s), be eligible to be shared with third parties under a Creative Commons Attribution license ("CC-BY license").

Public education materials developed by School employees with School funds or on contract time that have not been reviewed and approved for sharing by the School's Director(s), shall not be shared with third parties for their personal use.

The CC-BY license covering public education materials developed by School employees with School funds or on contract time shall include the name of the School and the author(s). Third parties who use the public education materials shall (1) provide proper attribution to the School and author(s); (2) provide a link to the CC-BY license; and (3) indicate if any changes were made to the materials.

All public education materials developed by School employees with School funds or on contract time shall be the property of the School, subject to the CC-BY licensing described above. The School shall not charge third parties, including other educators in Utah public schools, for using public education materials developed by School employees with School funds or on contract time.

Consistent with R277-120, no School employee shall sell for personal gain public education materials developed with School funds, with funds from the Utah State Board of Education, or on contract time. School employees who violate this provision may be in violation of the Utah Public Officers' and Employees' Ethics Act.

Public Education Materials Developed Without School Funds

School employees may develop public education materials using their own personal time and resources, and they may share such materials through a CC-BY license or otherwise share (or sell) the materials without permission from the School. However, Utah licensed educators (1) may only share public education materials that are consistent with the Utah Professional Educator Standards contained in Utah Administrative Code Rule R277-217; and (2) may not share materials that advocate illegal activities or materials that are inconsistent with the educator's legal and role-model responsibilities.

Review and Approval Process

The School's Director(s), shall establish procedures governing the School's process for review and approval of public education materials developed by School employees with School funds or on contract time.

Signature:

[Name of Board President], Board President

Date



LEGACY | Preparatory Academy

Classical Education and Fine Arts

Directors Report | March 2022

North Campus | Thursday, March 10 2022 | 7:00pm

MISSION

Legacy Preparatory Academy will cultivate intellectual and moral virtue according to the classically based pillars of truth, goodness, and beauty.

VISION

Legacy Preparatory Academy is committed to providing a culture where students become productive and valuable members of their communities and world. We believe that high expectations, hard work, and enthusiasm are essential values in achieving academic excellence and good character. The values instilled at LPA along with the research-proven curricula, give our students the confidence to achieve anything!

2021-2022 AREAS OF FOCUS

The 2021-2022 areas of focus for the LPA Governing Board and the Administrative team:

- o Mission, Vision, and Values education and promotion
- o (Re)Focus on classical education
- o Management of successful K-9 transition and administrative restructure
- o Physical and mental well-being of LPA staff and students
- o Promotion and measurement of high-quality educational practices as a core competency and marketing differentiation
- o Board conducts meaningful and timely review of administrative staff
- o Professional development for teachers and administrators
- o Monthly accountability and review/approval of board and school policies in accordance with policy calendar
- o Process, policy, and procedure audit and remedy where appropriate
- o Timely progress of campus consolidation and construction

LEGACY PREPARATORY ACADEMY

Early Elementary (South) Campus:

1375 West Center Street
North Salt Lake, Utah 84054
P: 801-936-0555
F: 801-936-1038

Secondary (North) Campus:

2214 South 1250 West
Woods Cross, Utah 84087
P: 801-294-2801
F: 385-290-1470

E: info@legacyprep.org

LEGACY PREPARATORY ACADEMY

Board Meetings:

03-10-22 March Board Meeting
04-14-22 April Board Meeting
05-12-22 May Board Meeting
06-16-22 June Board Meeting

Important Dates:

03-24-22 Spring Picture Day
03-25-22 NO SCHOOL – Professional Dev Day
04-01-22 Builders PTO Meeting
04-05-22 School Community Council Meeting
04-08-22 Spring Break (Apr. 4- Apr.8)
04-13-22 Texas Roadhouse Fundraiser
04-21-22 Texas Roadhouse Fundraiser
04-27-22 LPA Blood Drive
05-01-22 Teacher Appreciation Week (May 1- May 5)
05-03-22 School Community Council Meeting
05-06-22 Builders PTO Meeting
05-20-22 Spring Fling
05-30-22 NO SCHOOL – Memorial Day

OPERATIONS REPORT

SUCSESSES CELEBRATED

- o Spirit Week

At the beginning of the month, we were so excited to celebrate School Spirit Week! Our 4th-6th Grade Student Council and Junior High Student Body Officers developed an exciting week of celebrations highlighting the Legacy Paideia!

MONDAY- SCHOOL SPIRIT DAY!

I am a citizen of my community. I build the foundation for an abundant life by lifting others and making our school a great place to be! Students showed their school spirit by wearing spirit shirts!

TUESDAY- DECADES DAY!

I am curious to learn about history. Students showed off what they know about history by dressing from their favorite historical decade (pre-2000s)

WEDNESDAY- DRESS AS YOUR HERO!

I am an individual of great fortitude, I am resilient and courageous like my hero! Students dressed as one of their favorite superheroes or their favorite heroes from history, literature, or the movies.

THURSDAY- BRAIN AND THE BRAUN

I am developing practical wisdom. I make good judgments, like pursuing knowledge and strength. Students choose to dress as either a nerd or athlete

FRIDAY- FREAKY FRIDAY!

At the elementary school, students wore crazy hair and socks!

At the Junior High students dressed like teachers, and teachers dressed like students! 😊

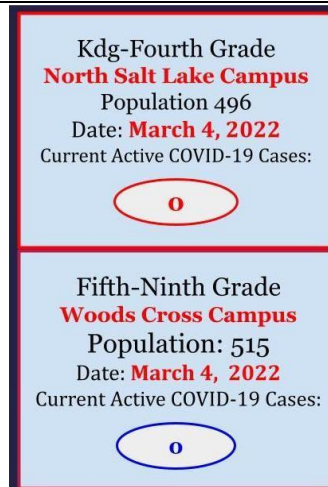
HEALTH & SAFETY

- o Legacy Preparatory Academy's COVID-19 dashboard will include LPA's caseload numbers in our community. Our dashboard provides information on the total number of students and adults with [*active, confirmed COVID-19 cases](#).

To keep the anonymity of our staff and students, should the number of [*active, confirmed COVID-19 cases](#) at either campus drop below 5, we will note it as 1 to 5 on our dashboard.

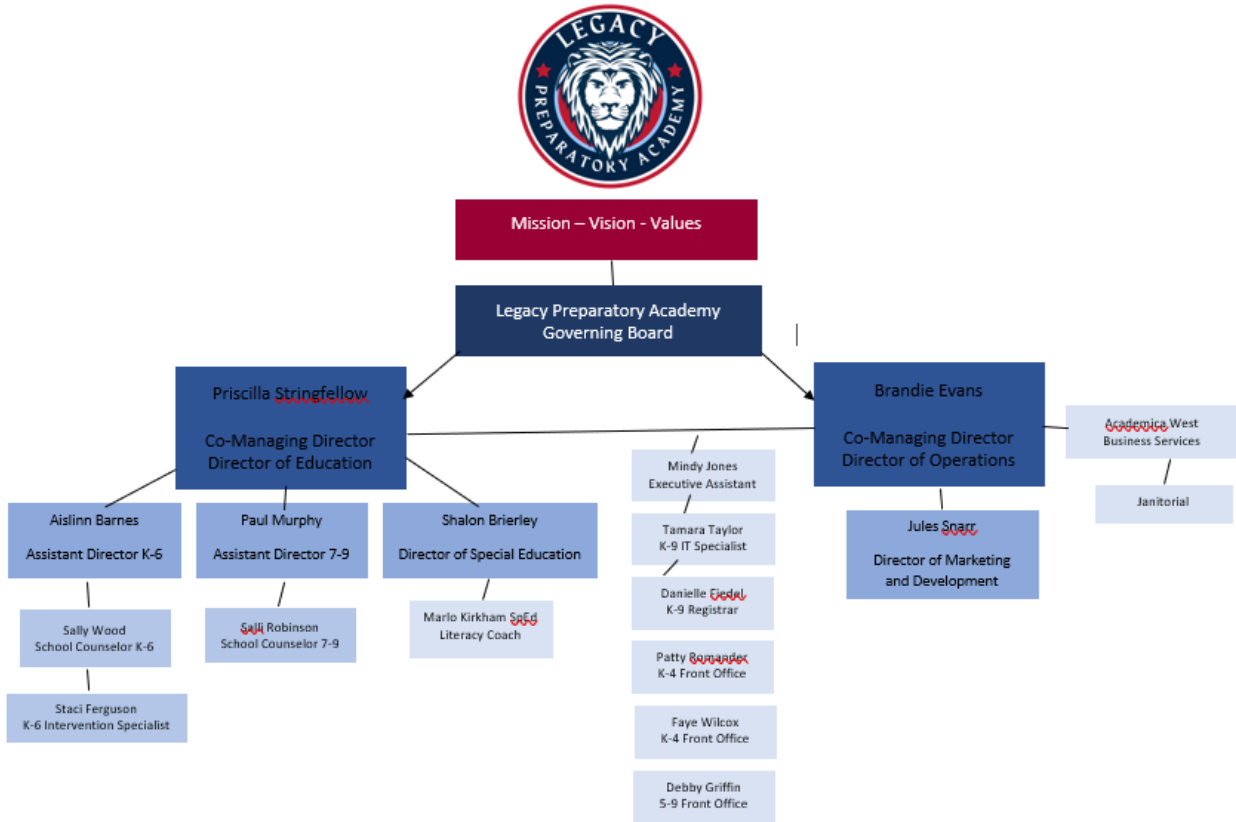
****Active, confirmed COVID-19 cases:** "The State of Utah defines School-associated cases as confirmed cases who have attended, worked in, or visited a K-12 school in-person for more than 15 minutes while symptomatic or within 7 days of their symptom onset. This definition captures cases that were at a school during their exposure period and were potentially exposed at the school. It does not necessarily mean the individual contracted COVID-19 from being exposed to the virus while at school. School-associated cases are identified through interviews with cases by the local health departments. This figure does not include those in our school community who are healthy but are nonetheless in quarantine as a precautionary measure."*

District COVID-19 DASHBOARD



ORGANIZATIONAL UPDATES

- o There were no organizational changes this month



RECRUITMENT & RETENTION

- o We have begun interviews for open or possibly open positions.
- o Recruitment & Retention discussions are taking place with our teachers and staff. Brandie and Priscilla will be meeting with staff members 1:1 during their Spring evaluations and during other upcoming meetings to discuss strategies for recruitment and retention within LPA. Our goal during these discussions is to identify our recruitment and retention priorities while being mindful of the efforts we may need to address in the near future.

ENROLLMENT

- o Enrollment
 - We are continuing to accept applications for the 2022-2023 school year!
 - Our first lottery draw was held on January 24th – subsequent lotteries will be held until we have reached full enrollment in each grade
 - ❖ As of today, Kindergarten is full, with a waitlist of over 35.
 - ❖ All other elementary grades are nearing full, with 2nd and 4th grade at near full enrollment.
 - ❖ Junior High enrollment is continuing to look strong with many students and families excited to be the first in our brand-new building!

MARKETING & DEVELOPMENT

- Marketing
 - Enrollment Ads
 - Ads for the month of March will target all elementary and junior high grades (1-9) with a strong emphasis on grades 5 and 6.
 - Enrollment Interest Meetings
 - Enrollment Interest Meetings have continued to be massively successful with 50-75 people in attendance at each interest meeting. Our Enrollment Packets provide families with comprehensive K-9 details specific to LPA including curriculum, activities, and events. Many of the families request additional information on other events such as the Spring Fling!
- Development
 - Spring Fling
 - Preparations for the annual Spring Fling are in full force! Jules has begun advertising and soliciting donations from the community. She is also working hard with our Fine Art department to create a K-9 program that will include a school-wide finale!

BUILDING UNIFICATION

- Building Unification Update
 - During February Break we worked with Lewis Young Robertson Burningham on pricing the bonds for the new building. We're happy to report all of the pricing has been finalized and we will be closing on the bonds on March 14th!
 - New Road update! The curb and gutter have been installed! As soon as the temperatures increase they will begin laying asphalt. The city anticipates the road being complete in late March/early April.
 - February has been an exciting month of construction. Masonry has been going vertical and this work steel work began! As soon as the second level and roof are built out, they will receive a layer of concrete and roofing over the top.
 - During February Break renovations to the existing Woods Cross campus began! Mr. Murphy's current office has been converted into what will become a new conference room, and the Junior High Science room had some light demo work to prepare for our elementary classrooms.
 - During Spring Break, we will have a few more small renovations projects at the Wood Cross Campus, with the Ballroom floors being re-finished and sealed allowing for that room to become the new dedicated Elementary lunchroom next year. The current Junior High teacher lounge will have some light demo as we begin to prepare that space for the new library! The conference room shelves will be removed to begin to transition that space into a new Kindergarten classroom. And lastly, the Black box theater will have the risers removed in preparation for the big renovations this summer!



EDUCATION REPORT

PROFESSIONAL DEVELOPMENT

- During this last month, the teachers were involved in professional development regarding the feedback they provided in a recent survey regarding student behavior. The entire staff is engaged in an exercise to help standardize the process of student referrals to the office, to behavior intervention, and to Special Education. This will be an ongoing process and we'll have one more Professional Development before the end of the school year on this same topic.
- During April and May, we'll be cutting back on some of the whole staff professional development to give teachers some time to complete assignments and begin the packing process.
- Most of the teachers have finished the first unit of their LETRS training and started their training this year. We've decided to find the funding to retroactively pay the teachers a stipend for the LETRS training they completed last school year.
- In response to teacher feedback, we are engaging in a process to make the administrative structure easier to understand. We are working on job duties to clarify the process regarding who does what at the school. This will take several weeks, but we are hopeful it will make it easier for teachers and staff to get their questions answered with efficiency.
- I've started the second round of teacher evaluations. This is going to be a very busy time but will allow me a chance to visit with every teacher and get feedback from them.

STUDENTS

- The SY23 Fee Schedule and spend plan were completed and sent out to public comment. This is the second month it has been available for comment. As of yesterday, we have had no comments made through the website. As a reminder, we have not made any changes to the fee waiver policy which will be voted on tonight.
- As a reminder, the 8th-grade students participated in the NAEP testing. The students who were absent finished the testing on Friday, March 4th.
- The North campus students recently finished their second round of Track My Progress testing. This is the data we are working with to focus our ongoing interventions and support for students.

7th Grade ELA

Between Fall and Winter this year:

Overall growth (loss): 8

Standard Measured	Fall 2021-Winter 2021
Reading Informational	18
Reading Literature	-4
Conventions of Standard English	15
Knowledge of Language	-1
Vocabulary	22

Celebration: Large growth in conventions and vocabulary!

To work on: Refocus Common Lit's to target specific literature standards. Especially finding theme and evidence for it.

8th Grade ELA

Between Fall and Winter this year:

Overall growth (loss): 5

Standard Measured	Fall 2020-Winter 2021
Reading Informational	11
Reading Literature	4
Conventions of Standard English	11
Knowledge of Language	1
Vocabulary	11

Celebration: Large growth in conventions and vocabulary!

To work on: Refocus Common Lit's to target specific literature standards. Especially finding theme and evidence for it.

7th Grade Math: Overall growth/loss: +28

7th Grade Math	Fall	Winter	Difference
Expressions and Equations	894 (yellow)	915 (yellow)	21
Geometry	881 (yellow)	899 (yellow)	18
Ratios and Proportional Relationships	897 (yellow)	925 (Blue)	28
Statistics and Probability	884 (yellow)	915 (yellow)	31
The Number System	878 (yellow)	915 (yellow)	37
MATH OVERALL	887 (yellow)	915 (yellow)	28

Celebrations: We made gains in EVERY category. We started lower than 7th graders in 2019 and have passed where the 2019 students were mid-year.

Things to Work on: Keep an eye on Geometry (we have not done those units yet this year).

8th Grade Math: Overall gains/loss: +39

8th Grade Math	Fall	Winter	Difference
Expressions and Equations	877 (yellow)	922 (yellow)	45
Functions	886 (yellow)	922 (yellow)	36
Geometry	867 (red)	913 (yellow)	46
Statistics and Probability	896 (yellow)	929 (yellow)	33
The Number System	860 (red)	894 (yellow)	34
MATH OVERALL	877 (yellow)	916 (yellow)	39

Celebrations: We made gains in EVERY category (like a lot). We had two categories start in red and now everything is yellow.

Things to work on: We'd like to have a focus on moving more students out of the "red" in number systems.

Overall Celebrations:

Our Flex/homework checking system is working. We are able to identify and target areas of concern as we see them.

Overall things to work on: Keep working on flex, keep going with what we are doing (it is a lot of work!)

6th Grade - ELA

Between Fall and Winter this year:

Overall growth/loss: +18.75

Standard Measured	Fall 2021-Winter 2021
Reading Informational Text	+18.75
Reading Literature	+25
Conventions of Standard English	+20.25
Knowledge of Language	+5.25
Vocabulary Acquisition & Use	+18.25

Celebration: growth in Reading Literature

To work on: Knowledge of Language (style/tone in writing, correct sentence structure)

6th Grade - Math

Between Fall and Winter this year:

Overall growth/loss: +26.75

Standard Measured	Fall 2021-Winter 2021
Expressions & Equations	+28.25
Geometry	-4.75
Ratios & Proportional Relationships	+24
Statistics & Probability	+36.25
The Number System	+38.75

Celebration: growth in the Number System

To work on: Geometry (volume, nets, surface area)

5th Grade - ELA

Between Fall and Winter this year:

Overall growth/loss: +17

Standard Measured	Fall 2021-Winter 2021
Reading Foundational Skills	+27
Reading Informational Text	+22
Reading Literature	+28
Conventions of Standard English	+29
Vocabulary Acquisition & Use	+10
Knowledge of Language	+10

Celebration: Expected or Above Expected progress in every category. Growth in Reading Literature and conventions

To work on: Knowledge of Language (style/tone in writing, correct sentence structure) and vocabulary

5th Grade - Math

Between Fall and Winter this year:

Overall growth/loss: +37

Standard Measured	Fall 2021-Winter 2021
Geometry	+26
Measurement and Data	+22
Number and Operations - Fractions	+20
Number and Operations in Base Ten	+73
Operations and Algebraic Thinking	+52

Celebration: Above-expected progress in every category. Growth in Number and Operations in Base Ten

To work on: Fractions and Measurement and Data

As you can see, math has made some large gains, but if you remember from looking at the Rise data from last year, the math needed to make these gains this year to work on the learning loss from COVID.

Heather McLean, our Math Department head, did an analysis of 7th-grade students last year and this was her conclusion:

"The Number systems section had a median score of 51% this was the lowest median of any sub-category. My conclusion is that the majority of teachers should be working on Number systems interventions." As shown above, these interventions are working to make gains for students and reduce learning loss.

CHARACTER EDUCATION

- We held the March assembly yesterday for the Elementary. We are focusing on the following piece of the Paideia for the entire school, "I am developing Practical Wisdom, I make Good Judgements. The 3rd and 4th-grade students performed a song from their Musical "Seussical" which opens next week. They shared excellent pieces of wisdom with the rest of the student body. The Jr. High will have a live assembly this month focusing on the same theme and they will be engaging in some fun games to show their wisdom and good judgment.

CONSENT AGENDA

- Nikki Orton
South Campus SpEd Paraeducator

PURCHASES OVER \$5000

- Global Janitorial- \$7,293.00
North Campus Janitorial Services
- Orion Educational Support Services \$11,256.25
Speech Therapy
- Academcia West \$34,653.97
February Business Services
- Green Collective \$60,000.00
South Campus March Lease Payment