



## **Governing Board Meeting | May 12, 2022**

2214 S. 1250 W., Woods Cross, UT 84087

### MINUTES

#### **ROLL CALL & WELCOME**

Al Pranno called the meeting to order at 7:07 pm.

Board Members Present: David Ray, Lee Peterson, Al Pranno, Anna Mark, Alisha Johnson, and Jim Collings. Andrew Lavin attended the meeting via Zoom.

Others Present: Brandie Evans, Priscilla Stringfellow, Britni Schweiger, Brandon Fairbanks, Jules Snarr, Shalon Brierley

**PUBLIC COMMENT** (There was no public comment).

#### **CONSENT AGENDA**

- **Approval of April 14, 2022 Board Meeting and Closed Session Minutes**  
*AJohnson moved to approve the April 14, 2022 Board Meeting and Closed Session Minutes. DRay seconded the motion. Voting was unanimous and the motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Alisha Johnson: Aye; Jim Collings: Aye; Andrew Lavin: Aye.*
- **Ratify New Hires**  
*AJohnson moved to ratify the new hire, Jason Cogswell. AMark seconded the motion. Voting was unanimous and the motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Alisha Johnson: Aye; Jim Collings: Aye; Andrew Lavin: Aye.*

#### **COMMITTEE REPORTS**

- **Audit Committee**  
SCSB Financial Audit Report. Brandie Evans and Alisha Johnson reviewed the USBE's report on LPA's single audit, financial statement and management letter. The USBE had no issues or findings. The Audit Committee also noted their intent to look at firms for the FY22 annual financial audit.
- **Policy and Governance Committee**  
Board Policy Manual & Handbooks. Ms. Mark noted that their committee has been working to consolidate and update LPA's policies. Ms. Mark asked if they could possibly change the June 16<sup>th</sup> meeting date to June 9<sup>th</sup> to ensure the board has a quorum for approvals needed in June, which include the FY23 budget. Ms. Mark also noted that the board needed to solidify

a date for the board retreat. The board discussed options and scheduled a tentative date of July 16<sup>th</sup> for the retreat from 9:00 am to 2:00 pm.

The board discussed the updated policy manual. Ms. Mark asked about the Financial Reporting Policy's requirement that the "school" review the policy annually and wanted to clarify that this would not be a vote, but rather a review. Jim Collings asked about how this annual review will be documented, and Ms. Evans noted it will be included in the directors' report. The board discussed how the school is currently offering opportunities for engagement to parents who need accommodations as it is stated in the new Parent and Family Engagement Policy. The board discussed the Staff Code of Conduct Policy and asked to revise the definition of "boundary violation" to read as follows: "A 'boundary violation' may include, but is not limited to, the following..."

- **Executive Committee.** No Report
- **Communication Committee.** No report.

## FINANCIAL REPORT

- **Financial Report Review**  
Britni Schweiger discussed how the receipt of the bond proceeds will inflate this year's positive financial position. Mr. Collings suggested documenting the source of this inflated position in the board record. Mr. Ray asked how the board could review year-to-year financials and get the most accurate assessment of the school's financial position. Ms. Schweiger agreed to add a footnote to future board financials contained in packets to provide the public with more accurate information on the school's financial position. She will also remove bond-related expenses and revenues on a separate financial report to give the board a more accurate year-to-year comparison. Ms. Schweiger also talked through reimbursement amounts that have been requested but not yet received. Ms. Schweiger and the board reviewed multiple line items that were not in line with projections and discussed the reason for the disparities.
- **Revenue Sources Training.** *Tabled until the next board meeting.*

## DISCUSSION & VOTING ITEMS

- **Board Policy Manual**  
*JCollings moved to approve the Board Policy Manual with one revision to the Staff Code of Conduct Policy. The boundary violation definition will read: "A 'boundary violation' may include, but is not limited to, the following." AMark seconded the motion. Voting was unanimous and the motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Alisha Johnson: Aye; Jim Collings: Aye; Andrew Lavin: Aye.*



- **Purchases over \$5000**

The board reviewed the expenses that exceeded \$5,000. Mr. Ray read aloud each of the expenses, and he asked for staff to provide a description of what the expenses were for to make it easier to understand in the future.

*D Ray moved to approve the expenses that exceeded \$5,000 as contained in the board packet. A Johnson seconded the motion. Voting was unanimous and the motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Alisha Johnson: Aye; Jim Collings: Aye; Andrew Lavin: Aye.*

- **Award Contract on Janitorial RFP**

Ms. Evans noted that the school issued an RFP for janitorial services at the beginning of the year because the buildings need day porter janitorial services in addition to nightly cleaning. The board discussed the rationale for hiring a service provider as opposed to hiring an employee to perform these services.

*A Johnson moved to award the janitorial contract to Caliber Cleaning Services. J Collings seconded the motion. Voting was unanimous and the motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Alisha Johnson: Aye; Jim Collings: Aye; Andrew Lavin: Aye.*

- **Teacher and Student Success Act (TSSA) Program Plans**

Priscilla explained that LPA's TSSA framework, as approved by the board, has not changed. It has been reviewed by the LAND Trust council and it aligns with the LAND Trust goals. She discussed measurements and how the funds will be used. The board discussed options for adding goals for teacher development or to further increase proficiency rates.

*A Pranno moved to approve the TSSA Program Plan. A Mark seconded the motion. Voting was unanimous and the motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Alisha Johnson: Aye; Jim Collings: Aye; Andrew Lavin: Aye.*

## **TRAINING**

- **Utah Open and Public Meetings Act**

Brandon Fairbanks led a discussion and training on the Utah Open and Public Meetings Act. The board reviewed the public policy behind the Open and Public Meetings Act as well as the definition of a public meeting, notice/agenda requirements, and the requirements surrounding meeting records. The board also reviewed closed session requirements including the prohibition against voting in closed session, procedural processes, public record requirements, the statutory/permitted purposes, and the record requirements.



## **DIRECTOR'S REPORT**

Brandie Evans and Priscilla Stringfellow provided the Director's Report. Ms. Evans shared "Success Celebrated," which included Teacher Appreciation Week activities, girls' soccer, boys' volleyball, ballroom spring competition, among other things. Ms. Evans noted that LPA completed its Comprehensive Review with the SCSB. Following the review, LPA received "Good Standing" status. The board discussed the requirements to meet "High Standing" status.

It was noted that the administration continues to recruit for open positions and will do so until the school is fully staffed. The admin team has been working to better define roles and responsibilities as well as establish a code of conduct for all employees. Regarding retention, the administration conducted a survey to identify staff priorities. Survey results indicated that teachers' primary considerations are salary, benefits and sufficient prep time. Ms. Evans provided an enrollment update and a summary of the upcoming marketing efforts to recruit in areas where the school has availability. She also discussed playground plans, building construction plans, timelines, and progress.

Ms. Stringfellow discussed recent professional development for LPA teachers. She noted that all teacher evaluations have been completed and it was a positive experience for staff. Student testing is nearing completion and data will be coming in over the next few months. Ms. Stringfellow shared the admin team's decision to offer K-6 summer school and an after-school program for junior high students next year. This will allow more opportunities and a higher participation rate in these programs.

## **CLOSED MEETING**

*Al Pranno moved to enter closed session to discuss the character, professional competence, physical or mental health of an individual. Roll call vote: Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Alisha Johnson: Aye; Jim Collings: Aye; Andrew Lavin: Aye. The motion passed the board entered into a closed session at 9:48 pm. The closed meeting was held at 2214 S. 1250 W., Woods Cross, UT in the board's meeting room.*

(Andrew Lavin left the meeting at 10:05 pm.)

## **ADJOURN**

*A Johnson moved to end the closed session and adjourn the meeting. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Alisha Johnson: Aye; Jim Collings: Aye. The motion passed and the meeting adjourned at 10:26 pm.*



**Legacy Preparatory Academy  
Board of Directors  
Closed Session Statement**

**Meeting Date:** Thursday, May 12, 2022

**Location:** Woods Cross Campus; 2214 S. 1250 W., Woods Cross, UT 84087

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**CLOSED SESSION SWORN STATEMENT:**

At a duly noticed public meeting held on the date listed above, the board of directors for Legacy Preparatory Academy entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 17 day of May, 2022.

*Albert Pranno*

Albert Pranno (May 17, 2022 12:17 MDT)

Al Pranno, Board Chair