



**LEGACY** | Preparatory Academy  
Classical Education and Fine Arts

## **Governing Board Meeting**

March 9, 2023 at 7:00 PM

Junior High – Building 2

1228 West 2185 South, Woods Cross, UT 84087

**Online Access:** <https://us02web.zoom.us/j/81884307694>

### **Mission Statement**

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

## **AGENDA**

### **Business of the Governing Board**

OPEN MEETING: ROLL CALL AND WELCOME – Al Pranno

- Public Comment
  - 2023-2024 Fee Schedule (Second Public Comment Period)
- Consent Agenda
  - February 9, 2023 Board Meeting Minutes
  - Ratify New Hires

### COMMITTEE REPORTS

- Audit Committee
- Policy and Governance Committee
  - Reapprove Fee Waiver Policy
  - Capitalization and Expense Policy
  - Reuse and Disposal of Textbooks Policy
  - Student Transportation Policy
- Executive Committee
- Communication Update

### FINANCIAL REPORT

- Financial Report Review

### DISCUSSION & VOTING ITEMS

- Non-Reoccurring and/or Not Previously Approved Purchases Over \$20,000
- 2023-2024 Fee Schedule
- Reapprove Fee Waiver Policy
- Capitalization and Expense Policy
- Reuse and Disposal of Textbooks Policy

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call 801-444-9378. One or more members of the board may participate electronically or telephonically pursuant to UCA 52-4-207.



- Student Transportation Policy

### **Business of Administration and Staff**

#### **DIRECTOR'S REPORT**

- Operations Report
  - Health and Safety
  - Legal and Ethical Conduct
  - Project Management
- Education Report
  - Leadership Opportunities and Professional Development
  - Academic Excellence
  - Character Education
  - Special Education

#### **CALENDARING**

- Board Meeting Thursday, April 13, 2023 at 7:00 PM

CLOSED MEETING (This closed meeting may take place at the beginning and/or conclusion of the meeting): 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:**

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

**2024:** Lee Peterson (Co-Vice President), Anna Mark (Member)

**2025:** Al Pranno (President), Jim Collings (Co-Vice President)

# Proposed Legacy Preparatory Academy 2023-2024 Student Fee Schedule

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

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

<b>FEES FOR OPTIONAL CURRICULAR AND CO-CURRICULAR COURSES AND PROGRAMS</b> (For all fully and partially enrolled students in grades 7-9)		
<b>FEE DESCRIPTION</b>	<b>EXPENDITURES FUNDED BY FEE (SPEND PLAN)</b>	<b>TOTAL FEE</b>
<b>Art – 3D</b>	<ul style="list-style-type: none"> <li>• Assorted art supplies</li> </ul>	<b>\$50/semester</b>
<b>Art – Drawing 1 &amp; 2</b>	<ul style="list-style-type: none"> <li>• Assorted art supplies</li> </ul>	<b>\$25/semester</b>
<b>Art – Foundations</b>	<ul style="list-style-type: none"> <li>• Assorted art supplies</li> </ul>	<b>\$35/semester</b>
<b>Band – Concert</b>	<ul style="list-style-type: none"> <li>• Fees paid to LPA: general band supplies, t-shirt, guest instruction (\$50)</li> <li>• Fees paid to third-party vendor: instrument rental (up to \$450)</li> </ul>	<b>\$500</b>
<b>Band – Wind Ensemble</b>	<ul style="list-style-type: none"> <li>• Fees paid to LPA: general band supplies, t-shirt, guest instruction (\$65)</li> <li>• Fees paid to third-party vendor: instrument rental (up to \$450)</li> </ul>	<b>\$515</b>
<b>Band – Instrument Rental</b>	<ul style="list-style-type: none"> <li>• Replacement share</li> </ul>	<b>\$50/semester</b>
<b>Dance – Ballroom</b>	<ul style="list-style-type: none"> <li>• Fees paid to LPA: jacket and shirt, costume and supplies, team travel, individual/team entry fees (\$430)</li> <li>• Fees paid to third-party vendor: shoes (boys and girls), leotard (girls) (\$70-\$144)</li> </ul>	<b>\$574</b>
<b>Dance – Social</b>	<ul style="list-style-type: none"> <li>• Fees paid to LPA: winter and spring competition supplies (\$10/semester)</li> <li>• Fees paid to third-party vendor: shoes (up to \$42)</li> </ul>	<b>\$52/semester</b>

<b>Dance – Company</b>	<ul style="list-style-type: none"> <li>Fees paid to LPA: Team wear, costumes and supplies (\$110)</li> <li>Fees paid to third-party vendor: shoes, tights, leotard (up to \$40)</li> </ul>	<b>\$150</b>
<b>Dance – Beginning Contemporary</b>	<ul style="list-style-type: none"> <li>Fees paid to LPA (\$0)</li> <li>Fees paid to third-party vendor: shoes, tights, leotard (up to \$40)</li> </ul>	<b>Up to \$40</b>
<b>Debate</b>	<ul style="list-style-type: none"> <li>Jr Scholastic subscription</li> <li>Team T-shirt</li> </ul>	<b>\$40</b>
<b>Guitar</b>	<ul style="list-style-type: none"> <li>Fees paid to LPA: general supplies (\$25)</li> <li>Fees paid to third-party vendor: guitar rental (up to \$200)</li> </ul>	<b>\$225</b>
<b>Orchestra – 1<sup>st</sup> year (LPA instrument borrow)</b>	<ul style="list-style-type: none"> <li>School instrument (replacement share)</li> <li>String/bow replacement</li> <li>Accessories/supplies</li> <li>T-shirt</li> </ul>	<b>\$175</b>
<b>Orchestra – 1<sup>st</sup> year (Third party [not LPA] instrument rental)</b>	<ul style="list-style-type: none"> <li>Fees paid to LPA: t-shirt, instructional supplies (\$100)</li> <li>Fees paid to third-party vendor: instrument rental (up to \$450)</li> </ul>	<b>\$550</b>
<b>Orchestra – 2/3<sup>rd</sup> year (LPA instrument borrow)</b>	<ul style="list-style-type: none"> <li>School instrument (replacement share)</li> <li>String/bow replacement</li> <li>Accessories/supplies</li> <li>T-shirt</li> </ul>	<b>\$150</b>
<b>Orchestra – 2/3<sup>rd</sup> year (Third party [not LPA] instrument rental)</b>	<ul style="list-style-type: none"> <li>Fees paid to LPA: t-shirt, instructional supplies (\$100)</li> <li>Fees paid to third-party vendor: instrument rental (up to \$450)</li> </ul>	<b>\$550</b>
<b>Spanish II</b>	<ul style="list-style-type: none"> <li>T-shirt, supplies</li> </ul>	<b>\$15</b>
<b>Student Body Officers</b>	<ul style="list-style-type: none"> <li>School SBO Sweater, supplies</li> </ul>	<b>\$65</b>
<b>Theater – Advanced Musical</b>	<ul style="list-style-type: none"> <li>Fees paid to LPA: costumes, instructional supplies, choreographer/set design stipend, t-shirt, supplies (\$225)</li> <li>Fees paid to third-party vendor: dance shoes, costume (\$70)</li> </ul>	<b>\$295</b>
<b>Theater – Intermediate Musical</b>	<ul style="list-style-type: none"> <li>Fees paid to LPA: costumes, instructional supplies, choreographer/set design stipend, t-shirt, supplies (\$115)</li> <li>Fees paid to third-party vendor: dance shoes, costume (\$85)</li> </ul>	<b>\$200</b>
<b>Theater – Drama 1</b>	<ul style="list-style-type: none"> <li>Costumes, instructional supplies, set design stipend, t-shirt, supplies</li> </ul>	<b>\$10</b>

<b>Theater – Drama 2</b>	<ul style="list-style-type: none"> <li>• Instructional supplies, set design stipend, costumes</li> </ul>	<b>\$30</b>
<b>Theater – Intro to film</b>	<ul style="list-style-type: none"> <li>• Instructional supplies</li> </ul>	<b>\$25/semester</b>
<b>Theater – Technical</b>	<ul style="list-style-type: none"> <li>• Instructional supplies</li> </ul>	<b>\$20/semester</b>

<b>FEES FOR OPTIONAL AFTER-SCHOOL CLUBS, ACTIVITIES, AND SPORTS</b> (For participating students in grades identified below)		
<b>FEE DESCRIPTION</b>	<b>EXPENDITURES FUNDED BY FEE (SPEND PLAN)</b>	<b>TOTAL FEE</b>
<b>Basketball boys/girls (grades 6-9)</b>	<ul style="list-style-type: none"> <li>• Fees paid to LPA: team supplies, league fees, team spirit wear, coach stipend (\$120)</li> <li>• Fees paid to third-party vendor: end of season dinner (up to \$15)</li> </ul>	<b>\$135</b>
<b>Cross Country co-ed (grades 5-9)</b>	<ul style="list-style-type: none"> <li>• Fees paid to LPA: team supplies, league fees, team spirit wear, coach stipend (\$55)</li> <li>• Fees paid to third-party vendor: end of season dinner (up to \$15)</li> </ul>	<b>\$70</b>
<b>Soccer boys/girls (grades 6-9)</b>	<ul style="list-style-type: none"> <li>• Fees paid to LPA: team supplies, league fees, team spirit wear, coach stipend (\$100)</li> <li>• Fees paid to third-party vendor: end of season dinner (up to \$15)</li> </ul>	<b>\$115</b>
<b>Ultimate Frisbee co-ed (grade 6-9)</b>	<ul style="list-style-type: none"> <li>• Fees paid to LPA: team supplies, league fees, team spirit wear, coach stipend (\$25)</li> <li>• Fees paid to third-party vendor: food for game day (up to \$10)</li> </ul>	<b>\$35</b>
<b>Volleyball boys/girls (grades 6-9)</b>	<ul style="list-style-type: none"> <li>• Fees paid to LPA: team supplies, league fees, team spirit wear, coach stipend (\$100)</li> <li>• Fees paid to third-party vendor: navy blue spandex shorts, end of season dinner (up to \$45)</li> </ul>	<b>\$145</b>
<b>Basketball Intramurals (4-6)</b>	<ul style="list-style-type: none"> <li>• T-shirt, coach stipend</li> </ul>	<b>\$20</b>
<b>Musical (grades 3-4)</b>	<ul style="list-style-type: none"> <li>• Fees paid to LPA: costumes, instructional equipment, director stipend, supplies, t-shirt, choreographer, set design (\$75)</li> <li>• Fees paid to third-party vendor: dance shoes, costume, end of show party (up to \$60)</li> </ul>	<b>\$135</b>

<b>Clubs (grades K-9)</b>	<ul style="list-style-type: none"> <li>Supplies, leader stipend</li> </ul>	<b>\$10/club</b>
<b>Musical (grade 5-6)</b>	<ul style="list-style-type: none"> <li>Fees paid to LPA: costumes, instructional equipment, director stipend, supplies, t-shirt, choreographer, set design (\$100)</li> <li>Fees paid to third-party vendor: dance shoes, costume, end of show party (up to \$75)</li> </ul>	<b>\$175</b>
<b>Admissions/Ticket sales (grades K-9)</b>	<ul style="list-style-type: none"> <li>Administrative costs, supplies for activity</li> </ul>	<b>Up to \$15</b>
<b>Late Pick up Fine</b>	<ul style="list-style-type: none"> <li>Administrative costs</li> </ul>	<b>\$15</b>
<b>Schedule Change (grades 7-9)</b>	<ul style="list-style-type: none"> <li>Administrative costs</li> </ul>	<b>\$10</b>

**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 on LPA's [website](#)  
[https://www.legacyprep.org/apps/pages/index.jsp?uREC\\_ID=811534&type=d&pREC\\_ID=1451427](https://www.legacyprep.org/apps/pages/index.jsp?uREC_ID=811534&type=d&pREC_ID=1451427)
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.



## Governing Board Meeting

February 9, 2023 at 7:00 PM  
1228 West 2185 South, Woods Cross, UT 84087

### MINUTES

#### Business of the School LAND Trust Committee

#### ROLL CALL AND WELCOME

Al Pranno called the meeting to order at 7:06 PM.

**School LAND Trust Committee Members Present:** Al Pranno, Lee Peterson, Jim Collings, Alisha Johnson, David Ray, Anna Mark, Richelle Lloyd, Nichole Petersen, Amanda Shepherd, Lara Murphy, Priscilla Stringfellow

**Others Present:** Brandie Evans, Katrina Saxton, Shalon Brierley, Lindsey Welch, Kara Finley, Janese Robinson, Platte Nielson, Kim McVey, Kyle Rasmussen, Jenna Rasmussen, Jessica Snell, Tiffany Pienezza, Roger Simpson, Heidi Harker

#### DISCUSSION & VOTING

- **Committee Membership**

Priscilla Stringfellow noted that Kelsey Lythgoe has resigned from the committee.

- **October 6, 2022 School LAND Trust Committee Meeting Minutes**

*Jim Collings joined the meeting at 7:08 PM.*

*David Ray made a motion to approve the October 6, 2022 School LAND Trust Committee Meeting Minutes; Al Pranno seconded. Motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Jim Collings: Aye; Alisha Johnson: Aye; Richelle Lloyd: Aye; Nichole Petersen: Aye; Amanda Shepherd: Aye; Lara Murphey: Aye; Priscilla Stringfellow: Aye.*

- **Plan Review**

The report for 2021-2022 has been completed and Priscilla Stringfellow provided an update on the 2022-2023 School LAND Trust plan goals, measurements, and expenditures.

- **2023-2024 School LAND Trust Plan**

Priscilla proposed that the 2023-2024 plan have similar goals and expenditures to the current plan as the tools are valuable and costs are ongoing. The expenditures and their applications were explained.

*Tiffany Pienezza and Jessica Snell joined the meeting at 7:12 PM.*

Acadience Reading data was reviewed for progress toward the current reading proficiency goal. Testing and reporting by grade was explained and the 23-24 goal was considered, including grades to be included.

*Roger Simpson and Harker joined the meeting at 7:25 PM.*

Funding allocation and expenditures were explained. Goal parameters, including percentage increase by grade and the focus on reporting growth from 1<sup>st</sup> to 5<sup>th</sup> grades were considered.



The goal shall be updated to state “Each grade 1 – 5 will achieve at least a 3% increase from the beginning of the year to the end of the year in their reading proficiency”. Roger Simpson noted that the estimated funding to be allocated has increased to \$135,000 and an increase of \$12,554 for the Literacy Specialist was requested. Director discretion up to 10% per category based on actual allocation was considered.

*Alisha Johnson made a motion to approve the 2023-2024 School LAND Trust Plan as discussed with a potential deviation of 10% in any expenditure category; Jim Collings seconded. Motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Jim Collings: Aye; Alisha Johnson: Aye; Richelle Lloyd: Aye; Nichole Petersen: Aye; Amanda Shepherd: Aye; Lara Murphey: Aye; Priscilla Stringfellow: Aye.*

- **Committee Adjournment**

*Al Pranno made a motion to conclude the School LAND Trust Committee meeting. The business of the School LAND Trust Committee concluded at 7:55 PM.*

**Business of the Governing Board**

**ROLL CALL AND WELCOME**

Al Pranno called the meeting to order at 7:56 PM.

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

**Others Present:** Priscilla Stringfellow, Brandie Evans, Kara Finley, Janese Robinson, Platte Nielson, Kim McVey, Roger Simpson, Jenna Rasmussen, Kyle Rasmussen, Shalon Brierley, Nichole Petersen, Tiffany Pienezza, Jessica Snell, Heidi Harker

**PUBLIC COMMENT**

- **2023-2024 Fee Schedule**

- This was the first public comment period for the fee schedule. Priscilla Stringfellow commented that the proposed 2023-2024 Fee Schedule has no increase in fees to the school and some fees have decreased. Fees paid to a vendor are listed for transparency and the spending of fee money is tracked carefully.
- Kyle Rasmussen commented on the accessibility of meeting materials on the school’s website and dress code fairness for all genders.
- Tiffany Pienezza commented on her family’s experience with the dress code and behavior correlations.
- Jessica Snell commented in support of uniforms but expressed concerns with the enforcement of the dress code.
- Jenna Rasmussen commented on the enforcement of the dress code.
- Heidi Harker commented on recent experiences with the dress code and enforcement.
- Brandie Evans commented on the bond council’s recent check and was pleased to note that the bond rating stayed the same and is the best score a charter school can receive.

*Jessica Snell, Heidi Harker, and Tiffany Pienezza left the meeting at 8:12 PM.*



## CONSENT AGENDA

- **January 12, 2023 Board Meeting Minutes**

*Alisha Johnson made a motion to approve the January 12, 2023 Board Meeting Minutes; Jim Collings seconded. Motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Jim Collings: Aye; Alisha Johnson: Aye.*

- **Ratify New Hires**

The new hire and their duties were explained.

*David Ray moved to ratify the consent agenda consisting of new hires, specifically Heather Severson; Al Pranno seconded. Motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Jim Collings: Aye; Alisha Johnson: Aye.*

## COMMITTEE REPORTS

- **Policy and Governance Committee**

Anna Mark stated these are new required policies.

- **Assessment of Student Achievement Policy**

Priscilla noted that that student achievement is something the state oversees carefully. A formal policy is now required, and it was confirmed that the school has been following the requirements noted in the policy.

- **Proper Use of Public Funds Policy**

The policy was reviewed and Priscilla indicated processes are already in place but a formal policy is now required.

*Jenna Rasmussen and Kyle Rasmussen left the meeting at 8:19 PM.*

## DISCUSSION & VOTING ITEMS

- **Assessment of Student Achievement Policy and Proper Use of Public Funds Policy**

There was no further discussion.

*Alisha Johnson moved to approve the Assessment of Student Achievement Policy and Proper Use of Public Funds Policy; Anna Mark seconded. Motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Jim Collings: Aye; Alisha Johnson: Aye*

## COMMITTEE REPORTS

- **Executive Committee**

Al Pranno provided an update regarding the approval of the settlement for insurance damages.

- **Communication Update**

The Builders page has been active regarding car line and dress code. The management team has sent communications to parents.



## FINANCIAL REPORT

### ○ Financial Report Review

Roger presented the financial reports and reviewed the proposed amended budget, including adjustments based on enrollment, insurance settlement, increased revenue from interest bearing accounts, and the project funds remaining from bond refinancing. The format of the financial statements and forecast reporting was considered. Roger reported that accounts were analyzed for savings and forecasts were updated for expected expenditures. The property and equipment funds and enterprise activities were explained.

## DISCUSSION & VOTING ITEMS

### ○ 2022-2023 Amended Budget

*Alisha Johnson moved to approve the 2022-2023 Amended Budget as presented; Davis Ray seconded. Motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Jim Collings: Aye; Alisha Johnson: Aye.*

### ○ Non-Reoccurring and/or Not Previously Approved Purchases Over \$20,000

The purchase for equipment related to building access was explained.

*Al Pranno moved to approve the non-reoccurring and/or not previously approved purchases Over \$20,000, specifically Eminent Technology Solutions; Alisha Johnson seconded. Motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Jim Collings: Aye; Alisha Johnson: Aye.*

### ○ 2023-2024 School LAND Trust Plan

*David Ray moved to approve the 2023-2024 School LAND Trust Plan as adopted by the School LAND Trust Committee; Alisha Johnson seconded. Motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Jim Collings: Aye; Alisha Johnson: Aye.*

### ○ Facility Improvement Plan

Brandie Evans proposed a plan to use the remaining bond funds for building and property improvements. Estimates have been prepared and Brandie requested board approval for the directors to spend up to 1.3 million on items outlined in the plan on the director's report, with regular updates to the finance committee. The improvement project selection process was considered and the scope of improvements was reviewed. Brandie noted that the numbers provided are estimates, and the priority of improvements was discussed. Building security and long-term maintenance needs were taken into account, and the budgeting and funding of maintenance projects were explained. Following of procurement requirements for appropriate bids and vendor reviews was assured. The necessity of a category variance and director discretion was considered.

*Alisha Johnson moved to approve the facility improvement plan as presented and give the finance committee authority to approve contracts as vetted by administration following procurement process up to the amount available.*

The authorization of contracts was considered.

*David Ray seconded. Motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Jim Collings: Aye; Alisha Johnson: Aye.*



**Business of Administration and Staff**

**DIRECTOR'S REPORT**

○ **Operations Report**

Brandie Evans reported on the current state of the school including the success of recent theatrical productions and attendance at a safety training hosted by USBE. Participation in a school lunch program was considered and lottery applications and progress towards enrollment goals were explained. Marketing highlights were presented, including the use of ads and development of a phone app.

○ **Education Report**

Priscilla Stringfellow provided a report on recent professional development and academic achievement including review of mid-year data, scheduling of spring teacher evaluations, and the upcoming Paideia assemblies focusing on being temperate. Progress toward academic goals was explained and a focus on continual growth was noted.

**CALENDARING**

- The next board meeting is scheduled for Thursday, March 9, 2023 at 7:00 PM.

**CLOSED MEETING**

- Tabled.

**ADJOURN**

- *Al Pranno made a motion to adjourn the board meeting; Alisha Johnson seconded. Motion passed. Al Pranno: Aye; David Ray: Aye; Lee Peterson: Aye; Anna Mark: Aye; Jim Collings: Aye; Alisha Johnson: Aye.*

Board meeting adjourned at 9:27 PM.



Board of Director's Meeting  
March 9, 2023

## Consent Agenda: Ratify New Hires

### NEW POSITIONS:

- None

### REPLACED POSITIONS:

- Traci Brown - Instructor
  - This is not a new position. Traci is replacing Amber Strother who was a kindergarten instructor.



## Summary and Background of Policies

### FEE WAIVER POLICY

Per state law, all LEAs that charge any school fees must approve their fee/fee waiver policies in a public board meeting each year before April 1. Legacy Prep charges a variety of school fees, so it must approve/re-approve its Fee Waiver Policy (which covers both fees and fee waivers) this year by April 1. The School's Fee Waiver Policy explains that the school may charge school fees to K-9 students for activities outside of the regular school day and may also charge school fees to 7-9 students for activities, classes, or programs during the regular school day, so long as all such fees comply with applicable laws and rules, are reflected on the School's fee schedule, and are subject to fee waiver. The School's Fee Waiver Policy also addresses requirements and processes related to fee schedules, donations, fee collection, and fee waiver eligibility, approval, and appeal processes. The School's Fee Waiver Policy complies with current state laws and rules.

### CAPITALIZATION AND EXPENSE POLICY

Increasing the capitalization threshold is beneficial in management of the school since it reduces the time spent in monitoring, tracking, and disposing of assets, and helps keep the books more accurate. Also, it is in line with the State since they request information on assets over \$5K in restricted programs during testing.

### REUSE AND DISPOSAL OF TEXTBOOKS POLICY

By law (Utah Code § 53G-7-606) and USBE rule (R277-433), LEAs are prohibited from disposing of textbooks without first notifying all other LEAs in the state of the LEA's intent to dispose of the textbooks. This does not apply, however, if the textbooks have been damaged, mutilated, or worn out. R277-433 requires all LEAs to have a policy regarding this subject. This policy and the accompanying procedures track the law and rule.



## STUDENT TRANSPORTATION POLICY

R277-601 requires LEAs to have a policy on school buses even if, according to the USBE, an LEA doesn't own or operate school buses. This policy explains that the school does not own or operate school buses and that parents/guardians are responsible for the transportation of their students to and from school each day. This policy also addresses how the school handles transportation of students to and from such things such as field trips and extracurricular activities and sets forth the applicable rules and standards related to such transportation.

# Fee Waiver Policy

Adopted: May 12, 2022

## Purpose

Legacy Preparatory Academy (the “School”) must abide by the Utah State Board of Education rules which direct the School’s Board of Directors (the “Board”) to implement a policy regarding student fees. The purpose of this policy is to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in school-sponsored activities.

## Policy

Under the direction of the Board, the Director(s) is authorized to administer this policy and is directed to do so fairly, objectively, and without delay, and in a manner that avoids stigma and unreasonable burdens on students or parents/guardians.

## Definitions

"Co-curricular activity" means an activity, course, or program that:

- (a) is an extension of a curricular activity;
- (b) is included in an instructional plan and supervised or conducted by a teacher or educational professional;
- (c) is conducted outside of regular School hours;
- (d) is provided, sponsored, or supported by the School;
- (e) includes a required regular School day activity, course, or program.

“Curricular activity” means an activity, course, or program that is:

- (a) intended to deliver instruction;
- (b) provided, sponsored, or supported by the School; and
- (c) conducted only during School hours.

"Extracurricular activity"

- (a) means an activity, a course, or a program that is:

- (i) not directly related to delivering instruction;
  - (ii) not a curricular activity or co-curricular activity; and
  - (iii) provided, sponsored, or supported by the School.
- (b) does not include a noncurricular club as defined in Section 53G-7-701.

"Fee" means something of monetary value requested or required by the School as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by the School. This includes money or something of monetary value raised by a student or the student's family through fundraising.

"Instructional equipment"

- (a) means an activity-related, course-related, or program-related tool or instrument that:
  - (i) is required for a student to use as part of an activity, course, or program in a secondary school;
  - (ii) typically becomes the property of the student upon exiting the activity, course, or program, and
  - (iii) is subject to a fee waiver;
- (b) includes:
  - (i) shears or styling tools;
  - (ii) a band instrument;
  - (iii) a camera;
  - (iv) a stethoscope; or
  - (v) sports equipment, including a bat, mitt, or tennis racquet.
- (c) does not include school equipment.

"Instructional supply" means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school and includes:

- (a) prescriptive footwear;
- (b) brushes or other art supplies, including clay, paint, or art canvas;
- (c) wood for wood shop;
- (d) Legos for Lego robotics;
- (e) film; or
- (f) filament used for 3D printing.

"Non-waivable charge" means a cost, payment, or expenditure that:

- (a) is a personal discretionary charge or purchase, including:

- (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
  - (ii) a charge for college credit related to the successful completion of:
    - (A) a concurrent enrollment class; or
    - (B) an advanced placement examination; or
  - (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
- (b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or
- (c) by Utah Code, federal law, or Utah State Board of Education rule is designated not to be a fee, including:
  - (i) a school uniform as provided in Utah Code § 53G-7-801;
  - (ii) a school lunch; or
  - (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Provided, sponsored, or supported by the School"

- (a) means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
  - (i) is authorized by the School; or
  - (ii) 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 the School, or a School employee in the employees School employment capacity;
    - (B) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the School's facilities, equipment, or other School resources; or
    - (C) the activity, class, program, fundraising 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.
- (b) 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.

“Provision in lieu of fee waiver”

- (a) means an alternative to fee payment or waiver of fee payment; and
- (b) does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.

"Requested or required by the School 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:

- (a) fully participate in school or in a School activity, class, or program;
- (b) successfully complete a School class for the highest grade; or
- (c) avoid a direct or indirect limitation on full participation in a School activity, class, or program, including limitations created by:
  - (i) peer pressure, shaming, stigmatizing, bullying, or the like; or
  - (ii) withholding or curtailing any privilege that is otherwise provided to any other student.

“School equipment” means a durable school-owned machine, equipment, or tool used by a student as part of an activity, course, or program in a secondary school and includes a saw or 3D printer. “School equipment” includes a saw or 3D printer.

"Something of monetary value"

- (a) 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; and
- (b) includes:
  - (i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
  - (ii) payments made to a third party that provide a part of a School activity, class, or program;
  - (iii) classroom textbooks, supplies or materials;
  - (iv) charges or expenditures for school activity clothing; and
  - (v) a fine, except for a student fine specifically approved the School for:
    - (A) failing to return School property;
    - (B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or

(C) improper use of School property, including a parking violation.

“Textbook”

(a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;

(b) includes:

(i) a hardcopy book or printed pages of instructional material, including a consumable workbook; or

(ii) computer hardware, software, or digital content.

(c) does not include instructional equipment or instructional supplies.

“Waiver” means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.

### General School Fees Provisions

The School may only collect a fee for an activity, class, or program provided, sponsored, or supported by the School consistent with School policies and state law.

Beginning with the 2021-2022 school year:

(a) if the School imposes a fee, the fee shall be equal to or less than the expense incurred by the School in providing for a student the activity, course, or program for which the School imposes a fee; and

(b) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee.

Beginning with the 2022-23 school year, the School may not sell textbooks or otherwise charge a fee for textbooks or the maintenance costs of School equipment as provided in Section 53G-7-602, except for a textbook used for a concurrent enrollment or advanced placement course.

All fees are subject to the fee waiver provisions of this policy.

## Fees for Classes & Activities During the Regular School Day

### Fees for Students in Kindergarten through Sixth Grade

No fee may be charged in kindergarten through sixth grade for materials, textbooks, supplies (except as provided below), or for any class or regular school day activity, including assemblies and field trips.

Elementary students cannot be required to provide their own student supplies. However, the School or teacher may provide to a student's parent or a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish on a voluntary basis student supplies for student use. The list provided to a student's parent or guardian must include and be preceded by 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."

The School may charge a fee to a student in grade six if all of the following are true:

- (a) the School has students in any of the grades seven through twelve;
- (b) the School follows a secondary model of delivering instruction to the School's grade six students; and
- (c) The School annually provides notice to parents that the School will collect fees from grade six students and that the fees are subject to waiver.

### Fees for Students in Seventh through Ninth Grade

Fees may be charged in grades 7-9 in connection with an activity, class, or program provided, sponsored, or supported by the School that takes place during the regular school day if the fee is approved as provided in this policy and state law. All such fees are subject to waiver. In addition, if an established or approved class requires payment of fees or purchase of items (i.e., tickets to events, etc.) in order for students to fully participate and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the fees or costs for the class are subject to waiver.

In project related courses, projects required for course completion will be included in the course fee.

Secondary students may be required to provide their own student supplies, subject to the fee waiver provisions of this policy.

### Fees for Optional Projects

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project. A student may not be required to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high cost additional projects, particularly when authorizing an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

### Fees for Activities Outside of the Regular School Day

Fees may be charged in all grades for any School-sponsored activity that does not take place during the regular school day if participation in the activity is voluntary and does not affect the student's grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

A fee related to a co-curricular or extracurricular activity may not exceed the maximum fee amounts for the co-curricular or extracurricular activity adopted by the Board, as provided below.

Activities that use the School facilities outside the regular school day but are not provided, sponsored, or supported by the School (i.e., programs sponsored by the parent organization and/or an outside organization) may charge for participation, and fee waivers are not available for these charges.

An activity, class, or program that is provided, sponsored, or supported by the School outside of the regular School day or School year calendar is subject to this policy and state law regardless of the time or season of the activity, class, or program.

In the event the School provides supplemental kindergarten, the School may charge a fee related to a student's enrollment in the supplemental kindergarten. A fee for supplemental kindergarten is subject to waiver.

### **Fee Schedule**

The Board will approve a Fee Schedule at least once each year on or before April 1. The Fee Schedule will establish the maximum fee amount per student for each activity and the maximum total aggregate fee amount per student per school year. No fee may be charged or assessed in connection with an activity, class, or program provided, sponsored, or supported by the School, including for a curricular, co-curricular or extracurricular activity, unless the fee has been set and approved by the Board, is equal to or less than the established maximum fee amount for the activity, and is included in the approved Fee Schedule.

The School will encourage public participation in the development of the Fee Schedule and related policies.

Before approving the School's Fee Schedule, the School will provide an opportunity for the public to comment on the proposed Fee Schedule during a minimum of two public Board meetings. In addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents.

After the Fee Schedule is adopted, the Board may amend the Fee Schedule using the same process.

### **Maximum Fee Amounts**

In connection with establishing the Fee Schedule, the Board will establish a per student annual maximum fee amount that the School may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by the School for the year. This is a maximum total aggregate fee amount per student per School year.

The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

The amount of revenue raised by a student through an individual fundraiser for an activity, as well as the total per student amount expected to be received through required group fundraising for an activity, will be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.

### **Notice to Parents**

The Director(s) will annually provide written notice of the School's Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School's Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year. The procedures for obtaining fee waivers and for appealing a denial of a waiver will also be included with the School's registration materials.

The School will post the applicable Fee Schedule and Fee Waiver Policy, including maximum fee amounts, on the School's website each school year.

### **Donations**

The 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 the School and receipt of the donation will not affect participation by an individual student.

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.

The School may solicit and accept a donation or contribution in accordance with the School's policies, including the Donation and Fundraising Policy, but all such requests must clearly state that donations and contributions by a student or parent are voluntary.

If the School solicits donations, the School: (a) shall solicit and handle donations in accordance with policies and procedures established by the

School; and (b) may not place any undue burden on a student or family in relation to a donation.

### Fee Collection

The School may pursue reasonable methods for obtaining payment for fees and for charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school, an activity, a class, or a program that is provided, sponsored, or supported by the School during the regular school day; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, diplomas, or transcripts, as a result of unpaid fees.

The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53G-8-212 until the student or the student's parent has paid for the damages, but may not withhold a student's records required for student enrollment or placement in a subsequent school.

A reasonable charge may be imposed by the School to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. No charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Consistent with Utah Code § 53G-6-604, the School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

## Fee Refunds

Student fees are non-refundable.

## Budgeting and Spending Revenue Collected Through Fees

The School will follow the general accounting standards described in Utah Administrative Code Rule R277-113 for treatment of fee revenue.

Beginning with the 2020-2021 school year, the School will establish a spend plan for the revenue collected from each fee charged. The spend plan will (a) provide students, parents, and employees transparency by identifying a fee's funding uses; (b) identify the needs of the activity, course, or program for the fee being charged and include a list or description of the anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

## School Fee Collections & Accounting Procedures

It is the responsibility of the Director(s) to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

Money may only be collected by staff authorized by the Director(s). Students may not collect fees.

Beginning in the 2020-21 school year, the School may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers. However, the School may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.

## Fee Waiver Provisions

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of fee waivers. Fee waivers or other provisions in lieu of fee waivers will be available to any student whose parent is unable to pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

## Fee Waiver Administration

The Director(s) will administer this policy and will review and grant fee waiver requests. The process for obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g ("FERPA"). The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

## Fee Waiver Eligibility

A student is eligible for a fee waiver if the School receives verification that:

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;

- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF funding. If a student's family receives TANF, the School may require a letter of decision covering the period for which the fee waiver is sought from the Utah Department of Workforce Services; or
- (d) The student is in foster care through the Division of Child and Family Services or is in state custody. If a student is in state custody or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

The School will not subject a family to unreasonable demands for re-qualification.

The School may grant a fee waiver to a student, on a case-by-case basis, who does not qualify for a fee waiver under the foregoing provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

### **Fee Waiver Approval Process**

The Director(s) will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School's website and in registration materials each year.

The Director(s) will review fee waiver applications within five (5) school days of receipt. If the School denies a request for a fee waiver, the School will provide the decision to deny a waiver in writing and will provide notice of the procedure for appeal in the form approved by the Utah State Board of Education.

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

The School will maintain documentation of fee waiver applications and decisions that is adequate to report the required information to the Utah State Board of Education.

### **Appeal Process**

Denial of eligibility for a waiver may be appealed in writing to the Director(s) within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Director(s) to discuss the parent's concerns. If, after meeting with the Director(s), the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

### **Alternatives to Fees and Fee Waivers**

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Director(s) will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensure that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or

procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour of service.

A student who performs service may not be treated differently than other students who pay a fee.

The service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

The School will transfer the student's service credit to another LEA upon request of the student.

The School may make an installment payment plan available for the payment of a fee. Such a payment plan may not be required in lieu of a fee waiver.

### Annual Review, Approval, and Training

The Board shall review and approve this policy annually.

The School will develop a plan for at least annual training of School employees on fee-related policies specific to each employee's job functions.

# Capitalization and Expense Policy

Adopted: \_\_\_\_\_

## Purpose

The purpose of this policy is to allow for the accountants of Legacy Preparatory Academy (the "School") to depreciate rather than expense qualified inventory items.

## Policy

The School will periodically take inventory of its property. Items, including associated components necessary to use the item, which (a) have a fair market value of over \$5,000.00 and (b) have a useful life of more than three (3) years shall be depreciated rather than expensed. The period of time items will be depreciated will be based on the length of the item's useful life.

# Reuse and Disposal of Textbooks Policy

Adopted: \_\_\_\_\_

## Purpose

The purpose of this policy is to help ensure Legacy Preparatory Academy (the "School") disposes of its textbooks properly and in accordance with Utah Code § 53G-7-606 and Utah Administrative Code Rule R277-433.

## Definitions

For purposes of this policy, "textbook" has the same meaning as described in Utah Code § 53G-7-601 and R277-433.

## Policy

The School shall select and purchase textbooks in accordance with School policy and applicable law. The Director(s) or his/her designee is responsible for determining how long the School will use or reuse its textbooks and when and how the School will dispose of its textbooks.

The School shall not dispose of textbooks without first notifying all other LEAs in the state of the School's intent to dispose of the textbooks. However, this requirement does not apply to textbooks that have been damaged, mutilated, or worn out.

The Director(s) shall establish administrative procedures regarding the various ways in which the School may dispose of textbooks and how the School may provide the required notification to all other LEAs in the state before disposing of textbooks.

# Student Transportation Policy

Adopted: \_\_\_\_\_

## Purpose

The purpose of this policy is to address how student transportation is handled at Legacy Preparatory Academy (the “School”). It is also to establish rules and requirements related to student transportation to help ensure student safety.

The School intends for this policy to satisfy the policy requirements of Utah Administrative Code Rule R277-601.

## Policy

### No School Buses

The state does not provide the School (or any other Utah charter school) with any state transportation funding. As a result of this, and as a result of having a student population that often resides throughout multiple cities and/or counties in the state, the School does not own or operate school buses and does not provide transportation for students to or from School. Unless otherwise required by law, parents or guardians are responsible for transporting their students to and from the School each day.

### Student Transportation for School Activities

The School may provide transportation for students in charter buses or through public transportation in connection with field trips, extracurricular activities, or other School-sponsored activities. Any charter bus company selected by the School to transport students shall meet or exceed industry safety requirements and provide reliable and professional transportation services.

The School may also provide student transportation for School activities through private or rental vehicles driven by School employees or volunteers who have met the qualification established by the school. The School’s Director(s) or designee will verify that such drivers have met the requirements prior to using private or rental vehicles to transport students.

The School shall inform parents and guardians when it intends to provide student transportation in connection with School activities and shall give parents the opportunity to consent to such transportation. A student's parent or guardian must provide consent in order for their student to be transported to and/or from School activities as described in this section.

Charter bus operators and, to the extent practicable, other vehicle drivers approved by the School to transport students to and/or from School activities, shall adhere to the applicable standards in R277-601-3. The School shall enforce the applicable standards as required by the rule.

# Legacy Preparatory Academy

2/28/2023

67% of the fiscal year has expired

	Year-to Date	Budget	Forecast	% of Forecast
<b>Revenue</b>				
1000 Local	\$ 276,116	\$ 344,300	\$ 345,800	80%
3000 State	\$ 5,783,433	\$ 8,538,992	\$ 8,540,306	68%
4000 Federal	\$ -	\$ 263,750	\$ 263,750	0%
5000 Other Financing Sources	\$ 42,363	\$ 42,363	\$ 42,363	\$ 1
<b>Total Revenue</b>	<b>\$ 6,101,912</b>	<b>\$ 9,189,405</b>	<b>\$ 9,192,219</b>	<b>66%</b>
<b>Expenses</b>				
100 Salaries	\$ 2,773,584	\$ 4,400,544	\$ 4,401,858	63%
200 Benefits	\$ 783,021	\$ 1,172,595	\$ 1,172,595	67%
300 Prof & Technical Services	\$ 486,209	\$ 739,751	\$ 739,751	66%
400 Purchased Property Services	\$ 241,755	\$ 328,898	\$ 338,898	71%
500 Other Purchased Services	\$ 107,217	\$ 133,044	\$ 133,444	80%
600 Supplies and Materials	\$ 345,617	\$ 497,843	\$ 497,843	69%
700 Property, Equipment	\$ 6,281,980	\$ 7,549,067	\$ 7,549,067	83%
800 Debt Service and Misc	\$ 645,237	\$ 1,668,477	\$ 1,668,477	39%
<b>Total Expenses</b>	<b>\$ 11,664,620</b>	<b>\$ 16,490,219</b>	<b>\$ 16,501,933</b>	<b>71%</b>
<b>Net Income from Operations</b>	<b>\$ (5,562,708)</b>	<b>\$ (7,300,814)</b>	<b>\$ (7,309,714)</b>	
<b>Net Income Minus Capitalized Expenses</b>	<b>\$ 719,272</b>	<b>\$ 248,253</b>	<b>\$ 273,728</b>	

Forecast Goal

Operating Margin (rolling 5 year) -0.3% >3.2%

\*Debt Serv Coverage 1.13 > 1.3

\*\*Days Cash on Hand 211 150+

Building Payment % 17.4% < 20%

End of Year Cash Balance Projection 5,173,213.00

\*Debt Service Ratio required by bonds 1.10

\*\*Days Cash on Hand required by bonds 30

Fiscal Year Ending 2023  
Enrollment by Grade and Month

	A	S	O	N	D	J	F	M	A	M
<b>K</b>	121	121	121	121	120	120	119			
<b>1</b>	89	88	88	88	88	88	87			
<b>2</b>	96	96	95	95	98	99	100			
<b>3</b>	90	90	90	91	93	93	94			
<b>4</b>	100	100	100	100	99	99	98			
<b>5</b>	96	97	98	98	97	98	98			
<b>6</b>	95	92	95	95	94	94	92			
<b>7</b>	94	94	93	94	95	97	98			
<b>8</b>	78	76	75	76	77	78	78			
<b>9</b>	88	86	85	86	85	86	85			
<b>Total</b>	947	940	940	944	946	952	949			
<b>Change</b>	71	(7)	-	4	2	6	(3)	-	-	-

Fiscal Year Ending 2022  
Enrollment by Grade and Month

	A	S	O	N	D	J	F	M	A	M
<b>K</b>	75	74	75	77	75	75	73	75	73	73
<b>1</b>	101	100	101	103	102	101	100	100	100	100
<b>2</b>	89	87	85	86	84	84	84	82	82	82
<b>3</b>	95	94	94	95	95	94	94	94	94	94
<b>4</b>	86	86	86	87	87	88	87	87	87	86
<b>5</b>	94	94	94	92	92	92	91	91	91	91
<b>6</b>	100	100	102	102	101	99	98	98	98	98
<b>7</b>	86	88	88	87	87	83	83	82	82	82
<b>8</b>	104	107	107	105	103	99	98	97	97	97
<b>9</b>	81	81	81	78	77	76	75	74	73	73
<b>Total</b>	911	911	913	912	903	891	883	880	877	876
<b>Change</b>	911	-	2	(1)	(9)	(12)	(8)	(3)	(3)	(1)



*Legacy Preparatory Academy  
July-Jan 2022 (Draft)  
67% of the fiscal year has expired*

	Prior YTD Actuals	Current YTD Actuals	% Change from Prior Year	Budget	% of Budget	Forecast	% of Forecast
<b>Revenue</b>							
1000 Local							
1510 Interest on Investments	18,640.00	148,825.00	698%	170,000.00	88%	170,000.00	88%
1710 Admissions	-	9,383.00		18,000.00	52%	18,000.00	52%
1720 Bookstore Sales	34,099.00	-	-100%				
1730 Student Organizations	-	-					
1740 School Fees	76,161.00	66,659.00	-12%	85,000.00	78%	85,000.00	78%
1750 Enterprise Activities	2,406.00	34,113.00	1318%	42,500.00	80%	42,500.00	80%
1760 Fines	617.00	677.00	10%	1,000.00	68%	1,000.00	68%
1770 Fundraisers	7,471.00	7,597.00	2%	15,000.00	51%	15,000.00	51%
1910 Rentals	300.00	2,500.00	733%	1,500.00	167%	3,000.00	83%
1920 Donations	11,344.00	6,225.00	-45%	10,300.00	60%	10,300.00	60%
1940 Textbooks	-	-					
1990 Miscellaneous	925.00	137.00	-85%	1,000.00	14%	1,000.00	14%
<b>Total 1000:</b>	<b>151,963.00</b>	<b>276,116.00</b>	<b>82%</b>	<b>344,300.00</b>	<b>80%</b>	<b>345,800.00</b>	<b>80%</b>
3000 State							
3005 Regular School Prgm K	152,862.00	177,839.00	16%	266,758.00	67%	266,758.00	67%
3010 Regular School Prgm 1-12	2,159,944.00	2,044,610.00	-5%	3,066,638.00	67%	3,066,638.00	67%
3020 Professional Staff	144,059.00	146,188.00	1%	219,282.00	67%	219,282.00	67%
3100 Restricted Basic School Programs	763,767.00	718,141.00	-6%	1,040,643.00	69%	1,041,957.00	69%
3200 Related to Basic Programs	1,791,319.00	2,126,646.00	19%	3,077,623.00	69%	3,077,623.00	69%
3300 Special Populations	78,939.00	98,113.00	24%	146,505.00	67%	146,505.00	67%
3400 Other Programs	210,584.00	208,913.00	-1%	321,298.00	65%	321,298.00	65%
3500 One-time Funding	278,028.00	256,887.00	-8%	375,646.00	68%	375,646.00	68%
3800 Non-MSP State Revenues	3,483.00	6,096.00	75%	24,599.00	25%	24,599.00	25%
<b>Total 3000:</b>	<b>5,582,985.00</b>	<b>5,783,433.00</b>	<b>4%</b>	<b>8,538,992.00</b>	<b>68%</b>	<b>8,540,306.00</b>	<b>68%</b>
4000 Federal							
4200 Unrestricted Federal via USBE	-	-		30,564.00		30,564.00	
4500 Restricted Federal	-	-		94,735.00	0%	94,735.00	0%
4522 IDEA Part-B- Preschool	-	-		2,172.00	0%	2,172.00	0%
4524 IDEA Part-B- Disabled	3,374.00	-	-100%	132,575.00	0%	132,575.00	0%
4800 Title II	-	-		3,704.00	0%	3,704.00	0%
<b>Total 4000:</b>	<b>3,374.00</b>	<b>-</b>	<b>-100%</b>	<b>263,750.00</b>	<b>0%</b>	<b>263,750.00</b>	<b>0%</b>
5000 Other Financing Sources							
5300 Compensation for Loss of Fixed Assets	-	42,363.00		42,363.00	0%	42,363.00	100%
6300 Sale of Building	4,689,977.00	-	-100%				
<b>Total 5000:</b>	<b>4,689,977.00</b>	<b>42,363.00</b>	<b>-99%</b>	<b>42,363.00</b>	<b>100%</b>	<b>42,363.00</b>	<b>100%</b>
<b>Total Revenue:</b>	<b>10,428,299.00</b>	<b>6,101,912.00</b>	<b>-41%</b>	<b>9,189,405.00</b>	<b>66%</b>	<b>9,192,219.00</b>	<b>66%</b>



**Legacy Preparatory Academy**  
**July-Jan 2022 (Draft)**  
**67% of the fiscal year has expired**

	Prior YTD Actuals	Current YTD Actuals	% Change from Prior Year	Budget	% of Budget	Forecast	% of Forecast
<b>Expenses</b>							
<b>100 Salaries</b>							
120 School Administrative/District	276,666.00	281,485.00	2%	451,361.00	61%	451,361.00	62%
130 Teachers and Substitutes	1,730,463.00	1,985,326.00	15%	3,096,516.00	56%	3,097,830.00	64%
132 Substitute	26,463.00	30,841.00		40,000.00	66%	40,000.00	77%
140 Non-Instructional	70,849.00	73,596.00	4%	137,282.00	52%	137,282.00	54%
150 Office	139,450.00	113,615.00	-19%	184,706.00	75%	184,706.00	62%
160 Instructors	304,860.00	260,958.00	-14%	443,429.00	69%	443,429.00	59%
180 Operation & Maintenance	21,388.00	27,763.00	30%	47,250.00	45%	47,250.00	59%
190 Classified Personnel	1,700.00	-					
<b>Total 100:</b>	<b>2,571,839.00</b>	<b>2,773,584.00</b>	<b>8%</b>	<b>4,400,544.00</b>	<b>63%</b>	<b>4,401,858.00</b>	<b>63%</b>
<b>200 Benefits</b>							
220 FICA/Medicare	195,911.00	221,351.00	13%	331,856.00	67%	331,856.00	67%
230 Retirement	55,872.00	80,500.00	44%	125,166.00	64%	125,166.00	64%
240 Group Insurance & Other Benefits	230,063.00	458,095.00	99%	668,000.00	69%	668,000.00	69%
270 Industrial Insurance	3,176.00	22,657.00	613%	45,123.00	50%	45,123.00	50%
280 Unemployment	1,683.00	-	-100%	-		-	
290 Other Employee Benefits	14,440.00	418.00	-97%	2,450.00	17%	2,450.00	17%
<b>Total 200:</b>	<b>501,145.00</b>	<b>783,021.00</b>	<b>56%</b>	<b>1,172,595.00</b>	<b>67%</b>	<b>1,172,595.00</b>	<b>67%</b>
<b>300 Prof &amp; Technical Services</b>							
320 Prof Educational Services	123,231.00	126,474.00	3%	169,386.00	75%	169,386.00	75%
330 Employee Training and Development	7,807.00	6,216.00	-20%	56,323.00	11%	56,323.00	11%
340 Other Professional Services	59,985.00	53,731.00	-10%	60,292.00	89%	60,292.00	89%
345 Business Services	134,083.00	244,167.00	82%	388,750.00	63%	388,750.00	63%
349 Legal Services	10,224.00	-	-100%	5,000.00	0%	5,000.00	0%
350 Technical Services	48,692.00	55,621.00	14%	60,000.00	93%	60,000.00	93%
<b>Total 300:</b>	<b>384,022.00</b>	<b>486,209.00</b>	<b>27%</b>	<b>739,751.00</b>	<b>66%</b>	<b>739,751.00</b>	<b>66%</b>
<b>400 Purchased Property Services</b>							
411 Water/Sewage	6,413.00	8,665.00	35%	13,197.00	66%	13,197.00	66%
412 Disposal Services	7,162.00	9,958.00	39%	15,000.00	66%	15,000.00	66%
430 Repairs & Maintenance	34,212.00	53,674.00	57%	50,091.00	107%	60,091.00	89%
433 Custodial Services	70,591.00	102,408.00	45%	147,400.00	69%	147,400.00	69%
443 Rental of Computers & Equipment	451,115.00	40,363.00	-91%	60,000.00	67%	60,000.00	67%
450 Construction Services	36,463.00	18,144.00	-50%	34,375.00	53%	34,375.00	53%
490 Other Purchased Property Services	2,237.00	8,543.00	282%	8,835.00	97%	8,835.00	97%
<b>Total 400:</b>	<b>608,193.00</b>	<b>241,755.00</b>	<b>-60%</b>	<b>328,898.00</b>	<b>74%</b>	<b>338,898.00</b>	<b>71%</b>
<b>500 Other Purchased Services</b>							
510 Student Transportation Services	3,354.00	4,179.00	25%	15,500.00	27%	15,500.00	27%
520 Insurances (GL/Prop/D&O)	60,946.00	88,627.00	45%	100,345.00	88%	100,345.00	88%
530 Communications (Phone/Internet)	5,204.00	3,100.00	-40%	5,196.00	60%	5,196.00	60%
540 Advertising	7,196.00	7,358.00	2%	7,549.00	97%	7,549.00	97%
550 Printing	185.00	628.00	239%	1,000.00	63%	1,000.00	63%
560 Tuition Other Districts	(2,775.00)	3,325.00	-220%	2,954.00	113%	3,354.00	99%
580 Travel	-	-		500.00	0%	500.00	0%
<b>Total 500:</b>	<b>74,110.00</b>	<b>107,217.00</b>	<b>45%</b>	<b>133,044.00</b>	<b>81%</b>	<b>133,444.00</b>	<b>80%</b>
<b>600 Supplies and Materials</b>							
610 General Supplies	99,065.00	86,584.00	-13%	146,917.00	59%	146,917.00	59%
620 Energy Supplies (Gas, Electricity)	61,099.00	61,398.00	0%	85,000.00	72%	85,000.00	72%
640 Curriculum	41,517.00	9,883.00	-76%	37,946.00	26%	37,946.00	26%
650 Supplies-IT related	111,115.00	93,224.00	-16%	119,641.00	78%	119,641.00	78%
670 Software	52,870.00	63,801.00	21%	68,339.00	93%	68,339.00	93%
680 Maintenance & Cleaning Supplies	47,965.00	30,727.00	-36%	40,000.00	77%	40,000.00	77%
<b>Total 600:</b>	<b>413,631.00</b>	<b>345,617.00</b>	<b>-16%</b>	<b>497,843.00</b>	<b>69%</b>	<b>497,843.00</b>	<b>69%</b>
<b>700 Property, Equipment</b>							
720 Buildings	149,461.00	6,265,330.00	4092%	7,479,067.00	84%	7,479,067.00	84%
730 Equipment	6,964.00	16,650.00	139%	70,000.00	24%	70,000.00	24%
<b>Total 700:</b>	<b>156,425.00</b>	<b>6,281,980.00</b>	<b>3916%</b>	<b>7,549,067.00</b>	<b>83%</b>	<b>7,549,067.00</b>	<b>83%</b>
<b>800 Debt Service and Misc</b>							
810 Dues and Fees	103,572.00	85,840.00	-17%	99,990.00	86%	99,990.00	86%
830 Principal, Bond Fees & Interest on Debt	310,575.00	559,397.00	80%	1,568,487.00	36%	1,568,487.00	36%
890 Miscellaneous	17,965.00	-	-100%	-		-	
<b>Total 800:</b>	<b>432,112.00</b>	<b>645,237.00</b>	<b>49%</b>	<b>1,668,477.00</b>	<b>39%</b>	<b>1,668,477.00</b>	<b>39%</b>
<b>Total Expenses:</b>	<b>5,141,477.00</b>	<b>11,664,620.00</b>	<b>127%</b>	<b>16,490,219.00</b>	<b>71%</b>	<b>16,501,933.00</b>	<b>71%</b>
<b>Net Income:</b>	<b>5,286,822.00</b>	<b>(5,562,708.00)</b>		<b>(7,300,814.00)</b>		<b>(7,309,714.00)</b>	<b>76%</b>

# Budget Summary

02/28/2023  
67% of the Year

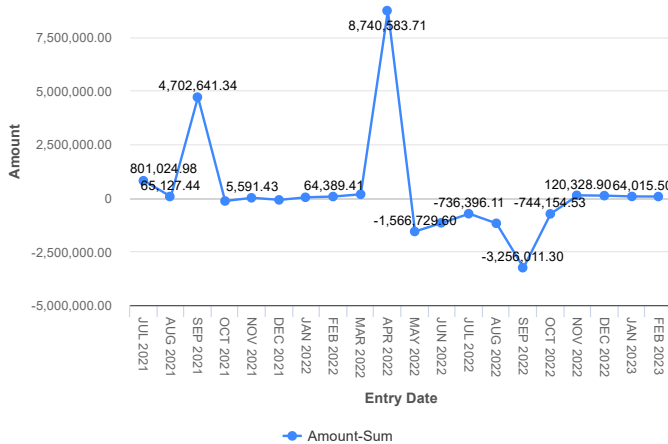
## Current Budget

	Category	Type	YTD Actual	Total Budget	% Budget	Total Forecast	% of Forecast
<b>Revenue (4 Category records)</b>							
➤	1000 Local Revenue	Revenue	276,115	344,300	80%	345,800	80%
➤	3000 State Revenue	Revenue	5,783,432	8,538,992	68%	8,540,306	68%
➤	4000 Federal Revenue	Revenue	0	263,750	0%	263,750	0%
➤	5000 Other Sources	Revenue	42,363	42,363	100%	42,363	100%
<b>TOT</b>			<b>6,101,911</b>	<b>9,189,406</b>		<b>9,192,220</b>	
<b>Expense (8 Category records)</b>							
➤	100 Salaries	Expense	-2,773,584	-4,400,544	63%	-4,401,858	63%
➤	200 Benefits	Expense	-783,020	-1,172,595	67%	-1,172,595	67%
➤	300 Professional Services	Expense	-486,209	-739,750	66%	-739,750	66%
➤	400 Property Services	Expense	-241,755	-328,898	74%	-338,898	71%
➤	500 Other Services	Expense	-107,217	-133,044	81%	-133,444	80%
➤	600 Supplies and Materials	Expense	-345,618	-497,842	69%	-497,842	69%
➤	700 Property	Expense	-6,281,980	-7,549,067	83%	-7,549,067	83%
➤	800 Debt and Miscellaneous	Expense	-645,237	-1,668,477	39%	-1,668,477	39%
<b>TOT</b>			<b>-11,664,620</b>	<b>-16,490,216</b>		<b>-16,501,930</b>	
<b>TOT</b>			<b>-5,562,709</b>	<b>-7,300,811</b>		<b>-7,309,711</b>	

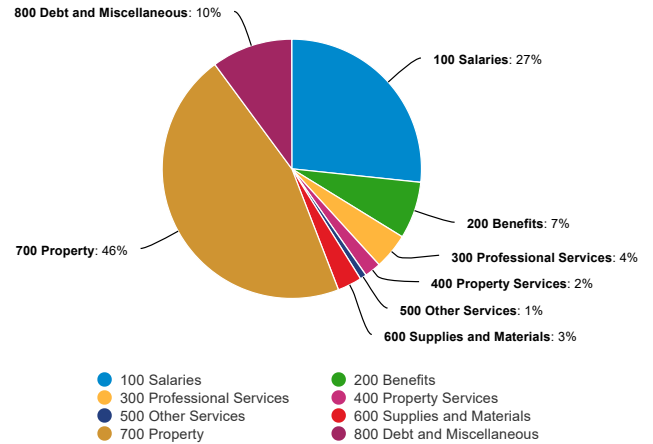
## Current Financial Metrics

	Financial Metric	Budget	Forecast
<b>2023 (4 Metric records)</b>			
	Operating Income	205,893	196,993
	Operating Margin	2.25	2.15
	Debt Service Ratio	1.13	1.13
	Days Cash	208	208

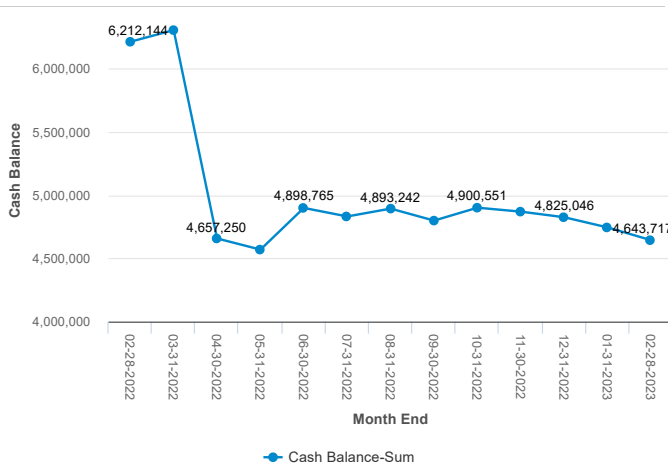
## Net Income Trend



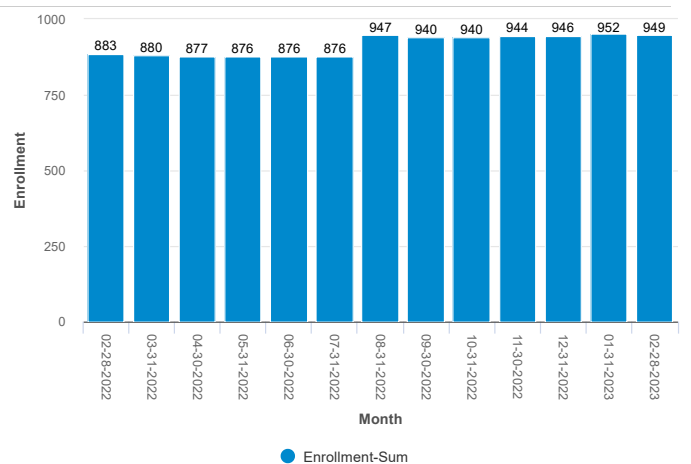
## Forecast by Category



## Cash Trend



## Enrollment Trend





# LEGACY | Preparatory Academy

Classical Education and Fine Arts

## Directors Report | March 2023

Building 2 - Board Room | Thursday, March 9, 2023 | 7:00 pm

### 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!

### 2022-2023 AREAS OF FOCUS

The 2022-2023 areas of focus for the LPA Governing Board and the Administrative team:

#### ACADEMIC GOAL

LPA will continue to focus on literacy K-9 with specific emphasis on First Grade with the following literacy goal. By June 1, 2023, LPA will increase the percentage of first-grade students at or above the benchmark on the Acadience Reading Assessment composite by 5% by providing training and support opportunities for faculty.

#### BEHAVIORAL GOAL

LPA will continue to focus on student behavior improvement by decreasing the number of office discipline referrals by 10% by the end of the 2022-2023 school year by providing faculty and staff with explicit PBIS training.

#### CULTURE AND ENGAGEMENT GOAL

LPA will strive to create a strong organizational culture that allows teachers to understand what is expected of them and the

### LEGACY PREPARATORY ACADEMY

#### Building 1 – Elementary (K-6)

2214 South 1250 West  
Woods Cross, Utah 84087  
E: [elementary@legacyprep.org](mailto:elementary@legacyprep.org)

#### Building 2- Junior High (7-9)

1228 West 2185 South  
Woods Cross, Utah 84087  
E: [juniorhigh@legacyprep.org](mailto:juniorhigh@legacyprep.org)

Phone: 801-294-2801

Fax: 385-290-1470

[www.legacyprep.org](http://www.legacyprep.org)

### LEGACY PREPARATORY ACADEMY

#### Board Meetings:

04-13-23	April Board Meeting
05-11-23	May Board Meeting
06-08-23	June Board Meeting

#### Compliance Deadlines:

SCSB Required Policies Campaign

#### Apr 2023

Selection and Purchase of Instruction Materials

Supervision of Students on School Sponsored Activities

#### May, 2023

Dropout Prevention and Recovery Policy

Sale of Foods that are not Part of the Meal Service Policy

Policy Supporting Students Learning English, Their Parents, and Their Families

#### Grant Reporting Deadlines:

common goals we are working to accomplish at LPA by meeting monthly with faculty and staff and providing quarterly professional development training.

## CELEBRATIONS!

- Valentine's Celebrations  
We want to extend our thanks and appreciation to the staff and volunteers to helped make the Elementary class Valentine's Day celebrations so fun! All of our students had an amazing time celebrating with their classmates!
- 1<sup>st</sup> Grade Mexican Fiesta  
Our 1<sup>st</sup> Grade students enjoyed a fun filled celebrating their Fiesta Day culminating activity on February 16<sup>th</sup>. It was an amazing chance for the students to celebrate and engage in activities surrounding their recent history lessons.
- 3<sup>rd</sup> Grade Astronomy Day  
Our 3<sup>rd</sup> grade students had an amazing time celebrating astronomy day together. The students experienced a full day filled with hands-on experiences and presentations. A great BIG thank you to the 3<sup>rd</sup> grade team and all the volunteers who helped make astronomy day such a success!
- 5<sup>th</sup> Grade JA Biz Town  
*JA BizTown* combines in-class learning with a day-long visit to a simulated town at Discovery Gateway Children's Museum. This popular learning experience allows our 5<sup>th</sup> grade students to operate banks, manage restaurants, write checks, and vote for mayor. Students are able to connect the dots between what they learn in school and the real world. This year students also got to experience getting to the museum via the UTA Traxx train which was an exciting experience for all of the students. It's one of everyone's favorite events during the school year and we are so proud of 5<sup>th</sup> grade team.
- Spelling Bee  
We had another busy and successful Spelling Bee this year! We are so proud of all of the participants- they all did an amazing job! And, thank you to everyone who volunteered to help make the event so successful again this year!
- LPA Ballroom Team  
Congratulations to the LPA Ballroom Team who did an amazing job at the Dance Sport Competition in Provo. Once again, this amazing team did amazing and came home with several victories! If you would like to see their winning dances you can watch them below!

Cha Cha "Skeletons"1st Place Latin Show dance

<https://youtu.be/BhnZlwJGEZw>

Swing "The New Girl" 1st Place Swing Showdance

[https://youtu.be/M8\\_zEHgD6m4](https://youtu.be/M8_zEHgD6m4)

Dream Tango 3rd Place Ballroom/Smooth Showdance

<https://youtu.be/qrQV24hpb08>

- Dance Company  
Congratulations to our amazing Dance Company! They treated students, parents, and visitors to a few half-time performances at a few of this seasons Girls Basketball games. Each time they performed there was standing room only in the gym! They did amazing and we're so proud of all their hard work!
- Girls Basketball Team  
Congratulations to our Girls Basketball team on an amazing season! They played hard and represented Legacy Prep well in the playoff! Way to go Lions!

## OPERATIONS REPORT

### HEALTH & SAFETY

- Health
  - **COVID 19 Dashboard Update**  
Legacy Preparatory Academy's COVID-19 dashboard will include information on our entire student body and staff. Our dashboard provides information on the total number of students and adults with active, Health Department-confirmed COVID-19 cases\*.
    - Legacy Prep has had less than ten confirmed COVID-19 cases for the 22/23 school year
    - Legacy Prep continue to work with the janitorial staff to make sure high touch point areas are frequently cleaned and sanitized
    - The Department of Health has generously supplied the school with masks, sanitizer, and disinfecting wipes to help support students and staff.
    - The COVID-19 dashboard will continue to be updated weekly, on Tuesdays
- Safety
  - Elementary School Security Upgrades
    - Over February Break we completed a few safety and security upgrades at the Elementary Building with cameras (upgraded cameras plus a few additional new camera locations) and secure access keypad entry into the building and each classroom.

### LEGAL AND ETHICAL CONDUCT

- Policies & Procedures
  - State Charter School Board (SCSB) Policy Campaign  
The following policies were drafted in compliance with the SCSB policy campaign
    - **Capitalization and Expense Policy**  
Increasing the capitalization threshold is beneficial in management of the school since it reduces the time spent in monitoring, tracking, and disposing of assets, and helps keep the books more accurate. Also, it is in line with the State since they request information on assets over \$5K in restricted programs during testing.
    - **Reuse and Disposal of Textbooks Policy**  
By law (Utah Code § 53G-7-606) and USBE rule (R277-433), LEAs are prohibited from disposing of textbooks without first notifying all other LEAs in the state of the LEA's intent to dispose of the textbooks. This does not apply, however, if the textbooks have been damaged, mutilated, or worn out. R277-433 requires all LEAs to have a policy regarding this subject. This policy and the accompanying procedures track the law and rule.
    - **Student Transportation Policy**  
R277-601 requires LEAs to have a policy on school buses even if, according to the USBE, an LEA doesn't own or operate school buses. This policy explains that the school does not own or operate school buses and that parents/guardians are responsible for the transportation

of their students to and from school each day. This policy also addresses how the school handles transportation of students to and from such things such as field trips and extracurricular activities and sets forth the applicable rules and standards related to such transportation

The following policies will need to be approved and posted to the school's website by the end of the school year:

- April
  - Selection and Purchase of Instructional Materials Policy
  - Supervision of Students on School-Sponsored Activities Policy
- May
  - Dropout Prevention and Recovery Policy
  - Policy Supporting Students Learning English, Their Parents, and Their Families
  - Sale of Foods That are not Part of the Meal Service Policy

## PROJECT MANAGEMENT

- Facility Improvements
  - Bond Funds
    - Update on facility improvements plan:

Facility Improvements						
Building	Priority	Needs	Authorized	Purchased	COMPLETED	Notes
1	x	Painting (entire building)				
1& 2	x	Patch and Paint				
1	x	Finish the exterior				
1	x	Front Office Vestibule				
1	x	Front Office Interior Remodel				
1&2		Internet Access Points				
1	x	Projectors	X			
1	x	Field (Sod/Seed)				
1	x	Asphalt/Curbing				
1& 2	x	Building Address Number Signs	X			Building 1, Building 2 to match "Legacy Preparatory Academy"
1	x	Gym Floor replacement	X			58730 (BID)-42,000 insurance settlements- \$16730.00
1		LION Mosaic reframed and hung				
2	x	Front Office Window Tint	X	X	X	
2	x	Board Room Window Tint	X	X	X	
1&2	x	Building/Parking Signs	X	X		
2		Small Playground				33 weeks out - delivery is scheduled for October 5th
2	x	Shelving in Theater Storage	X	X	X	
2		Concessions Booth Shelves/Table				
2	x	Auditorium Curtain + Scrim				
2	x	Auditorium LED Video Wall				
2	x	Auditorium electrical				
2	x	Score Board	X	X		
1&2		Marquee				7'x14' 10mm - other size options available
1&2		Marquee (electrical)				
1		Roof electrical removal				
1& 2	x	School Lunch Program Equipment				
1& 2	x	School Lunch Program Construction				
Security Improvements						
1	x	Bldg 1 Re-key (keyless entry)	X	X		
1	x	Bldg 1 Cameras (upgrades + additional)	X	X	X	
1	x	Parking lot gate				
1	x	Wood Chips- Playground 1				
2	x	Wood Chips- Playground 2				
1&2		Foyer Televisions				
1& 2		Framed- student art				
2		Conference Room Chairs				
1&2		Refillable Water Stations				1150.00 each, two for each campus
1		Staff Lounge Stepsaver RO Water System				
1		Lot 4 Assessment				Can be expensed over time (low interest)
2		Lot 5 Assessment				Can be expensed over time (low interest)

- **School Lunch Program**

LPA applied to the state to participate in the National School Lunch Program (NSLP). We have received the initial approval from the state to begin the process to prepare for a school lunch program. We are excited to begin working on this process with the hope we will be able to roll out a school lunch program for the 23/24 school year.

- **Recruitment and Retention**

- **Recruitment**

- Enrolled 5 new students in February – with 4 students starting the Monday after February Break
    - We have continued to hold subsequent lotteries on an as needed basis as spots become available.

- **2023-2024 Enrollment information & trends**

LOTTERY APPLICATIONS										
K	1	2	3	4	5	6	7	8	9	
166	17	16	4	17	14	10	24	2	1	271
										2/13/23
166	18	15	5	18	13	11	22	4	1	273
160	17	12	6	15	11	9	21	6	0	257
										1/27/23
157	14	10	7	15	11	10	19	6	0	249
151	15	10	9	13	9	10	16	5	0	238
139	14	11	8	10	9	8	16	3	0	218
120	12	7	5	7	5	6	14	1	0	177
119	12	7	5	7	5	6	14	1	0	176
112	11	4	4	5	5	4	13	0	0	158
92	10	3	3	4	4	4	11	0	0	131
86	9	3	3	3	4	4	7	0	0	119
79	7	2	3	2	4	3	6	0	0	106
										12/08
74	7	2	3	2	4	3	6	0	0	101
72	7	2	3	2	4	3	6	0	0	99
										12/05

23/24 Next Year Fully Enrolled Students	K	1	2	3	4	5	6	7	8	9	
02/27/23	67	117	90	100	98	99	102	98	97	77	945
02/13/23	58	106	85	96	91	95	96	90	90	71	878
02/06/23	47	106	83	96	88	95	96	87	90	70	858
1/27/23	11	106	81	96	88	93	96	83	87	70	811

\*once the 48 Kindergarten students are fully enrolled in Aspire we will 979 confirmed for the 23/24 school year

\*\*Please keep in mind this number does not reflect students who will withdraw or not return

ENROLLMENT GOAL FOR 2023-2024	K	1	2	3	4	5	6	7	8	9	
23/24 Fully Enrolled Students	67	117	90	100	98	99	102	98	97	77	945
October 1, 2023 Goal	120	120	95	100	95	100	100	100	94	80	1004
Students to achieve goal	53	3	5	0	-3	1	-2	2	-3	3	59

- Legacy Prep will continue to accept applications for the 2022-2023 school year!

- In February, LPA had 957 students currently registered for the school year
    - We will have 12 students withdrawing in the next few days which will take us to 945

Enrollment		Status	Race	Sex	Advisors	+ Registered 0					+ Enroll	
Grade:		K	1	2	3	4	5	6	7	8	9	Total
Active		121	89	99	94	99	99	94	98	78	86	957
Withdrawn		2	5	5	2	2	8	5	9	7	13	58
Effective 2/27/2023		123	94	104	96	101	107	99	107	85	99	1015

- Marketing & Development

- Marketing

- Enrollment ads continue to run on Google – we have pulled back on FaceBook and Instagram due to seeing a greater response to Google Ads
    - We have several folks still enrolling based on seeing the yard signs from last year
    - Salt Lake Tribune ran an Education spotlight highlighting school choice and the positive impacts charter schools have in the community. Legacy Prep was featured in an ad in this spotlight
    - The new website and App went live on March 1<sup>st</sup>
      - There are a few web pages still under construction as we make sure the information is up to date and reflects our new branding standards

- Fundraising

- In February we held our monthly community FUNdraiser at Panda Express. We had a wonderful day celebrating with the community and made \$167.43

# EDUCATION REPORT

## LEADERSHIP OPPORTUNITIES PROFESSIONAL DEVELOPMENT

- Professional Development – Last week, teachers received PD in Maintaining High Expectations. This was taught by our Coach, Aspen Florence.
- The fee schedule for next school year is completed and included in this packet and should be ready to be voted on.
- Teachers are beginning to prepare for next school year and will be working through a vertical alignment during the month of March. The culminating activity will be March 24<sup>th</sup>. We'll be using this PD day to work through and refine 180 day plans to provide a seamless experience for the students moving from grade to grade.

## Character Education

- Students are continuing to learn about the Paideia and how they can be Leaders in their community. This month's Paideia Theme is "I am Developing Practical Wisdom. I make good judgements". The Elementary will have their assembly on Wednesday and the 5<sup>th</sup> grade will be providing some insight into how they make good judgements. The Jr. High assembly will be on Monday the 13<sup>th</sup> and will also focus on how they can also make good judgements.
- I've attached a copy of the School's Positive Behaviors Plan Update for this year. We've added some new clubs this year, but most of the items continue to stay the same. As a reminder this plan is to address how we are helping students choose not to engage in substance abuse. While the language in these programs does not always explicitly discuss substance use with students, the research suggests that the skills taught in these programs for the elementary and secondary level, support prevention effectiveness in preventing student use of substances (Moon & Rao, 2011). When students feel more connected to their community and the community is engaging in wholesome activities, students are less likely to choose to participate in substance abuse.

## ACADEMIC EXCELLENCE

- Legacy participated in the Regional History Day competition at Weber State University last week.
  - Results:
    - One Honorable mention in the Regional Individual Exhibit.
    - One state qualification in Individual Documentary
    - One group Regional Champion and state qualification in group performance
    - One group Regional Champion and state qualification in group website
- The State competition will be held on April 27<sup>th</sup>. We are looking forward to the results!
- We had 16 students participate in the State Math competition. We're also looking forward to receiving those results
- We have completed the WIDA testing for our students who are English Language Learners
- This is the time of year when teachers are digging into the data already collected and attending gaps in learning in preparation for our Spring testing.
- 
- I thought this might be another interesting way to look at the data we've already collected.
- 
- This is a snapshot of Track My progress. We don't often look at the entire school altogether, so I thought this was interesting data. This is the how the entire school is progressing together.

## Math

School class ▾	Fall	Winter
	Proficiency ▾	Proficiency ▾
All Classes	● 203 ● 240 ● 263 ● 157	● 126 ● 203 ● 257 ● 278

Red – Well below expected  
 Yellow – Below expected  
 Blue – Expected  
 Green – Well above expected

## ELA

School class ▾	Fall	Winter
	Proficiency ▾	Proficiency ▾
All Classes	● 220 ● 243 ● 270 ● 130	● 164 ● 240 ● 315 ● 145

## Track My Progress Math Progress

Grade ▾	Students Tested ▾	Fall 2022/2023	Winter 2022/2023	Weeks between tests ▾	Scale score progress ▾	Progress Rate ▾
		Scale Score ▾	Scale Score ▾			
All Grades	831	● 721	● 777	14	56	● 3.97
Grade K	117	● 446	● 548	14	101	● 3.50
Grade 1	85	● 543	● 627	15	83	● 2.93
Grade 2	94	● 641	● 702	15	60	● 2.41
Grade 3	89	● 698	● 758	14	60	● 3.19
Grade 4	97	● 775	● 815	15	39	● 2.32
Grade 5	94	● 832	● 871	13	38	● 3.09
Grade 6	92	● 868	● 911	13	43	● 4.59
Grade 7	89	● 894	● 927	14	32	● 5.18
Grade 8	74	● 882	● 913	14	30	● 9.87

# Legacy Preparatory Academy Positive Behaviors Plan Update

Positive Behavior Specialist: Priscilla Stringfellow

Date plan was completed: Approved by the Board on 2/17/2022

Programs we **already** have in place that focus on peer pressure, mental health, and creating positive relationships:

Name of Program:	How LPA implemented this year.
1. Second Steps (Elementary) School Connect (Middle School)	Students in grades K-6 received monthly instruction from one of the school counselors. Jr. High Students received instruction during Advisory weeks throughout the year.
2. Monthly Paideia Assembly	Students in K-9 attended an assembly each month and given a challenge based on a piece of the Paideia. The Board was given updates about these assemblies each month.
3. Individual and group counseling	Individual and group counseling services were offered to students on an as needed basis. Students visited with School Counselors during lunch and during times in their schedule which would allow them to be out of class and not miss vital instruction. Students receive support for general life stressors, conflict resolution, social skills, have the opportunity to process trauma, suicidal ideations, and receive referrals for outside support when needed.
4. Bullying and Harassment Prevention	Teachers focused on helping students with instruction regarding class wide social skills. Classroom-based lessons and confidential reporting systems are implemented and focused specifically on identification/interruption of bullying behavior. All infractions are recorded in Educators Handbook. Principals reviewed data once a week looking for trends to implement behavior interventions.

Programs we are **building** or adding to address peer pressure, mental health, and creating positive relationships:

Name of Program:	How LPA implemented this year.
1. Restorative Circles/Practices	Principals and School Counselors held a few restorative circles/practices this year. In addition, most consequences imposed from office referrals utilize restorative practices in the school wide approach to behavior and interpersonal relationships
2. Wellness Week	Wellness Week was not held this year due to scheduling issues. We hope to have it implemented again next year.

Other programs, clubs, service opportunities and pro-social activities we **already** have in place:

Name of Program, Club, Service Opportunity, or Pro-Social Activities:	How LPA implemented this year
<ul style="list-style-type: none"> <li>Principal coins (First class behavior)</li> <li>Peer Leadership</li> <li>Chess Club</li> <li>Harry Potter Club</li> <li>SafeUT App</li> <li>PBIS</li> <li>D&amp;D Club</li> <li>School sponsored activities—Fall Festival, Friendship week and dance, Spirit week, Stomps etc.</li> </ul>	Students participated in these programs, applications, and clubs this school year.

Other programs, clubs, service opportunities and pro-social activities we are **building** or adding:

Name of Program, Club, Service Opportunity, or Pro-Social Activities:	How LPA implemented this year.
1. Service Club	Students participated with the school counselor
2. Clothing and food drive	K-9 Student Council and Student Body Officers arranged for these to take place this year school wide.
3. Crochet Club	Students stayed after school on Thursdays to participate in this club.
4. Rubik's cube club	Held after school

Please note: While the language in these programs does not always explicitly discuss substance use with students, the research suggests that the skills taught in these programs for the elementary and secondary level, support prevention effectiveness in preventing student use of substances (Moon & Rao, 2011).