



LEADERSHIP
LEARNING
ACADEMY

Board Meeting Packet

BOARD MISSION STATEMENT

It is the mission of the Board to make the academic growth and achievement of students the focus of Leadership Learning Academy. This is accomplished through modeling the school Charter of principled and inspired leadership. The Board will govern not manage. It will act in a manner that maintains financial stability. It will speak and act with a unified voice.

June 8, 2023

Leadership Learning Academy

Board Meeting Agenda

Thursday, June 8, 2023

Location: Academica West, 290 N. Flint Street, Kaysville, UT 84037



Zoom Link: <https://us02web.zoom.us/j/82230589465?from=addon>

Meeting ID: 822 3058 9465

Mobile: (669) 900-9128

NOTE: It is possible that the LLA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

MISSION: The mission of **Leadership Learning Academy** is to provide a unique, innovative teaching model to help students achieve a high degree of academic success while developing problem solving skills, independent learners, and future leaders in all our students.

VISION: **Leadership Learning Academy** uses an innovative and unique model to challenge our students to be confident and independent learners. Our students will learn to inspire others, achieve high academic success, and become personally accountable for themselves and their education; thus helping to lead our future.

Agenda

2023-2024 Strategic School Plan

Schoolwide Unity & Collaboration “We Are CREW!”

Teacher & Staff Development

Fiscal Responsibility

Continue Growth & Maintain Literacy Proficiency

5:00 PM – CALL TO ORDER

- Welcome by Terry Capener
- Board Mission
- School Mission
- School Vision

PUBLIC COMMENT (Items Not on the Agenda – Limit 3 Minutes)

- [Amended 2023-2024 School Fee Schedule](#)
- Illustrative Mathematics Curriculum
- KnowAtom Science Curriculum (Piloting in Ogden 6th grade)

REPORTS

- Administration
 - [State of the School](#) – Jared Buckley

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- Board of Directors
 - Review Board Calendars – Terry Capener
 - ✓ [2022-2023 Board Calendar](#)
 - ✓ [Proposed 2023-2024 Board Calendar](#)

CONSENT ITEMS

- [May 15, 2023 Board Meeting Minutes](#)
- [Amended 2023-2024 School Calendar \[Ogden Campus\]](#)

VOTING ITEMS

- [Amended 2023-2024 School Fee Schedule](#) – Jared Buckley
- [Math Curriculum Purchase](#) – Jared Buckley
- [2023-2024 AW Special Education Services Agreement](#) – Jared Buckley
- [Mental Health Screening Determination](#) – Jared Buckley
- [Teacher & Student Success Program Policy](#) – Brandon Fairbanks
- [Amended Administration of Medication Policy](#) – Brandon Fairbanks
- [Re-Approve Wellness Policy](#) – Brandon Fairbanks
- [Ratify Board Members and their Terms](#) – ALL
- Election of Board Officers – ALL

ANNUAL BOARD TRAINING

- Review Board Constitution & Evaluation – Terry Capener
 - Sign Board Member Agreement*
- Review Board Communication Guidelines – Terry Capener
- Annual Open & Public Meetings Act Training – Brandon Fairbanks
 - Sign Affirmation of Training*
- Annual Policies, Plans & Procedures Training – Brandon Fairbanks
- [Annual Fraud Risk Assessment & Statement of Ethical Behavior*](#) – Dawn Benke

OTHER BUSINESS ITEMS

- [Set 2023-2024 Board Meeting Schedule](#) – Dawn Kawaguchi
- Calendaring Items – Terry Capener
 - NCSC23 Austin, TX – June 18-21
 - Electronic Board Meeting – June 26th
 - Next Pre-Board Meeting – Proposed August 7th
 - Annual Board Meeting – Proposed August 21st

CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health pursuant to Utah Code 52-4-205(1)(a)

ADJOURN

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Lead Director Report

June 8, 2023

Teacher Development:

- ★ We are all hired in Layton for next year, only a few more in Ogden.

Continue Growth & Maintain Literacy Proficiency:

- ★ We have all our scheduled PD plans for next year to meet goals.

Schoolwide Unity & Collaboration:

- ★ End of year was a blast! We had 6th grade graduation, SLC Bees for 5th, and Field Day.
- ★ Finalized our Mission and Vision

✓ Our Mission:

Our mission is to provide an educational experience that empowers individuals to become leaders who embody integrity, respect, and resilience and value community. Through our Flight Crews, we foster personal growth, challenge individuals to positively impact the world, and cultivate lifelong learning.

✓ Our Vision:

At Leadership Learning Academy, we embrace The Flyer Creed, creating a thriving school community where everyone learns, grows, and serves with compassion and unity.

✓ The Flyer Creed

• Community:

We strongly believe in the power of community at LLA. By nurturing meaningful connections and promoting teamwork, we create a strong sense of belonging, ensuring that all students, parents, and educators in our Flyer community feel valued and empowered.

• Respect:

Respect is at the heart of all interactions at LLA. We teach our Flyers the importance of treating others with empathy and courtesy. By valuing differences, we foster an atmosphere of respect that nurtures positive relationships.

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- **Integrity:**

Integrity is a part of everything we do. All Flyers are held to the standard of acting ethically and honorably. We emphasize the significance of honesty, trustworthiness, and responsible decision-making.

- **Resilience:**

At LLA, we actively cultivate resilience in our Flyers. We encourage them to view setbacks as opportunities for growth and persevere through challenges. By fostering a growth mindset, we empower our Flyers to bounce back, adapt, and overcome obstacles, resulting in academic and personal success.

Fiscal Responsibility:

★ Lottery (Registered)

- ✓ Layton – 518
- ✓ Ogden – 374

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Board of Directors 2022-2023 Calendar

July 2022	August 2022	September 2022
<ul style="list-style-type: none"> Update Lead Director Evaluation to reflect current goals [Dawn] Submit New Budget (Plus any additional budget amendments) 	<ul style="list-style-type: none"> Early Learning Plan Review Snow Removal Service Contract PTIF Balance Report Restricted Funding Report RFP for Education Service Provider 2nd Quarterly Report Due Aug 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> Create Teacher Survey on Admin Award RFP for Education Service Provider
October 2022	November 2022	December 2022
<ul style="list-style-type: none"> Winter Bonus Discussion Returning Bonuses for Ogden Campus Building Evaluation [Kirk] Send out Teacher Survey Prior Years Financial & Student Membership Audits 	<ul style="list-style-type: none"> Winter Social Annual PTIF Recommendations Mid-Year Evaluation Prep Report on Teacher Survey Prep for Investor Call 3rd Quarterly Report Due Nov 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> 2023-2024 School Calendar 2023-2024 School Fee Schedule Audit Review [Eide Bailly] Winter Retreat Planning Mid-Year Lead Director Evaluation Annual Investor Call
January 2023	February 2023	March 2023
<ul style="list-style-type: none"> WINTER RETREAT Leaders of the Month Luncheon 	<ul style="list-style-type: none"> Disneyland Trip Approvals Policy Review PTIF Balance Report Restricted Funding Report SLT Training Assurance 4th Quarterly Report Due Feb 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> School LAND Trust Plan Discuss Board Vacancies – if any Start 2023-2024 School Year Budget Development Facility/Maintenance Decisions Review Landscaping Service Contract
April 2023	May 2023	June 2023
<ul style="list-style-type: none"> 2023-2024 Parent Handbook (if major changes) EOY Bonuses Discussion Retreat Planning Create Parent Survey 	<ul style="list-style-type: none"> RETREAT [Strategic Planning] Leaders of the Month Luncheon Audit Engagement Letters TSSA Plan Strategic School Planning Start on the Lead Director Employment Agreement (Salary) Review D&O and Building Insurance Policy Pre-Board Self Evaluation Years of Service Banquet (10 Year) Lead Director Evaluation Send out Parent Survey 1st Quarterly Report Due May 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> 2023-2024 Annual Budget 2022-2023 Final Amended Budget Summer Purchasing Plan (if needed) Ratify Board Terms & Officers Mental Health Screening Determination Set 2023-2024 Meeting Schedule Assessment Data Review Exit Survey Results Annual Policy, Procedures & Plans Review Annual Open & Public Meetings Act Training Review Board Communication Guidelines Sign Board Member Agreement Report on Parent Survey

Color Key

Socials	Action Items	Discussion Items	Trainings	Evaluations	Surveys	Bond Covenants <small>*Signature Required</small>

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Board of Directors
****NEW** 2023-2024 Calendar**

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<ul style="list-style-type: none"> Update Lead Director Evaluation to reflect current goals [Dawn] Submit New Budget (Plus any additional budget amendments) 	<ul style="list-style-type: none"> Early Learning Plan 6th Grade Trip Approval??? Review Snow Removal Service Contract PTIF Balance Report Restricted Funding Report 2nd Quarterly Report Due Aug 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> Create Teacher Survey on Admin
October 2023	November 2023	December 2023
<ul style="list-style-type: none"> Winter Bonus Discussion Returning Bonuses for Ogden Campus Building Evaluation [Kirk] Send out Teacher Survey Prior Years Financial & Student Membership Audits 	<ul style="list-style-type: none"> Winter Social Annual PTIF Recommendations Start 2024-2025 School Fee Schedule Development Mid-Year Evaluation Prep Report on Teacher Survey Prep for Investor Call 3rd Quarterly Report Due Nov 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> 1st PUBLIC VIEWING: 2024-2025 School Fee Schedule Audit Review [Eide Bailly] Winter Retreat Planning Start 2024-2025 School Calendar Development Mid-Year Lead Director Evaluation Annual Investor Call
January 2024	February 2024	March 2024
<ul style="list-style-type: none"> WINTER RETREAT Leaders of the Month Luncheon 2024-2025 School Calendar 2024-2025 School Fee Schedule Re-Approve Fee Waiver Policy Disneyland Trip Approval 2nd PUBLIC VIEWING: 2024-2025 School Fee Schedule REMINDER: Fraud Risk Online Training [Dawn] 	<ul style="list-style-type: none"> Policy Review PTIF Balance Report Restricted Funding Report Start Curriculum Public Viewing SLT Training Assurance 4th Quarterly Report Due Feb 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> School LAND Trust Plan Discuss Board Vacancies – if any Start 2024-2025 School Year Budget Development Facility/Maintenance Decisions Review Landscaping Service Contract
April 2024	May 2024	June 2024
<ul style="list-style-type: none"> 2024-2025 Parent Handbook (if major changes) Retreat Planning Start Gathering Director Evaluation Data AW Evaluation Create Parent Survey 	<ul style="list-style-type: none"> RETREAT [Strategic Planning] Leaders of the Month Luncheon Years of Service Banquet (10 Year) Audit Engagement Letter TSSA Plan Strategic School Planning Review D&O and Building Insurance Policy Board Self Evaluation Director EOY Bonuses Discussion Start on the Director Salary & Benefits Discussion Lead Director Evaluation Send out Parent Survey 1st Quarterly Report Due May 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> 2024-2025 Annual Budget 2023-2024 Final Amended Budget Ratify Board Terms & Officers Mental Health Screening Determination Set 2024-2025 Meeting Schedule Assessment Data Review Annual Policies Review Annual Open & Public Meetings Act Training Review Board Communication Guidelines Sign Board Member Agreement Exit Survey Results Report on Parent Survey

Color Key

Socials	Action Items	Discussion Items	Trainings	Evaluations	Surveys	Bond Covenants *Signature Required

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Leadership Learning Academy

Board Meeting Minutes

Monday, May 15, 2023

Location: Academica West, 290 N. Flint Street, Kaysville, UT 84037



In Attendance: Terry Capener, Jimmy Sunlight, Deb Hansen, David Gray (via Zoom; 4:20 p.m. in person), Chuma Uzoh (via Zoom; 4:49 p.m. in person)

Others in Attendance: Jared Buckley, Janey Stoddard, Brandon Fairbanks, Dawn Kawaguchi, Dawn Benke (via Zoom)

MISSION: The mission of Leadership Learning Academy is to provide a unique, innovative teaching model to help students achieve a high degree of academic success while developing problem solving skills, independent learners, and future leaders in all our students.

VISION: Leadership Learning Academy uses an innovative and unique model to challenge our students to be confident and independent learners. Our students will learn to inspire others, achieve high academic success, and become personally accountable for themselves and their education; thus helping to lead our future.

Minutes

2022-2023 Board Priorities

Teacher Development

Continue Growth & Maintain Literacy Proficiency

Schoolwide Unity & Collaboration

4:11 PM – CALL TO ORDER

- Welcome by Terry Capener
- Board Mission – Jimmy
- School Mission – Deb
- School Vision – Jared

There was no PUBLIC COMMENT. This was the first public comment period for the amended 2023-2024 School Fee Schedule and the Math Curriculum.

REPORTS

➤ **Administration**

- *State of the School* – Jared Buckley went over the current board priorities and what he has been doing in those areas including teacher development, continued growth and maintain literacy proficiency, schoolwide unity & collaboration, and fiscal responsibility. Jared reviewed the preliminary RISE scores even though there are

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still students finishing up testing. Overall, our scores are unreal. Our 3rd grade reading & literacy scores are 61% proficient which is indicative that the new CKLA curriculum is working. Our Layton kinder Acadience scores are all in the green. Ogden is showing growth. Final numbers should be ready for the next meeting. We continue to have “Crew” meetings for staff. Teachers are now having them in their classrooms which has made us aware of areas where we can give community support to families. We had a Parent Internet Safety and Awareness Night. Our Disney trip was a success. However, we are looking at other options to get more participation while keeping students safe that are still leadership based. We are also looking at moving it to the beginning of the year because we want the students to be connected throughout the entire year instead of the last month of school. Jared reported that next year’s enrollment is looking good at both campuses. There was a discussion on OSD closing schools and laying off teachers. The Ogden campus is piloting a new 6th grade science curriculum. There was a discussion on having two comment periods for all curriculum.

- Present Recommend Board Priorities – Jared reviewed the 2023-2024 Strategic School Plan which includes the 1-year, 3-year and 5-year plan for each goal. Janey stated the state is going to be requiring all schools to have a strategic school plan probably in the fall. Jared is getting a head start on this. The thought is to align the school plan with the board priorities. There was a discussion on being able to sustain some of the employee benefits that were discussed on the strategic plan.

➤ **Board of Directors**

- Financial Report – Jimmy Sunlight reviewed the financials as of April 30th. We are about 83% through the school year. We are up in local sources due to the increased PTIF interest. Operating cash is up from this time last year. USDA loan is paid off. There was a discussion on the current enrollment numbers, all-day kinder funding & numbers and next year’s enrollment numbers .
- Review Board Calendar – Terry Capener reviewed the board calendar and updates were made and acknowledged.

CONSENT ITEMS

➤ March 20, 2023 Board Meeting Minutes – There was no further discussion.
➤ 2023-2024 Amended School Calendars – There was no further discussion.

Deb Hansen made a motion to approve the consent items. Chuma Uzoh seconded the motion. The votes were as follows:

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
David Gray – Aye

Motion passed unanimously.

VOTING ITEMS

➤ 2023-2024 Teacher Student Success Act Plans – Jared Buckley reviewed the TSSA Plans for both campuses. They are very similar to the current plans but we added Acadiance

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math assessments to go along with the reading. The budget also had a slight change. Now 75% will be used for augmentation of existing programs and 25% will be used for salaries and benefits. Dawn just noticed that the Ogden campus plan didn't include the math assessment part so she will make the change to the plan to mirror Layton's. Terry will make the recommendation to make that adjustment in the motion. **Chuma Uzoh made a motion to approve the 2023-2024 Teacher Student Success Act Plans for both the Layton and Ogden campuses with the adjustments to the Ogden campus goal to mirror Layton's. David Gray seconded the motion. The votes were as follows:**

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

Deb Hansen – Aye

David Gray – Aye

Motion passed unanimously.

- *Audit Engagement Letter* – Jimmy Sunlight stated that we have Eide Bailly as our auditor for the past few years. We want to engage with them again for the FY2023. Chuma mentioned wanting to ensure that there is more oversight on the audit for this year. **David Gray made a motion to approve the engagement of services provided by Eide Bailly for the year ending June 30, 2023 and allow the Board President to sign on behalf of the school. Jimmy Sunlight seconded the motion. The votes were as follows:**

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

Deb Hansen – Aye

David Gray – Aye

Motion passed unanimously.

- *Amended Credit Card Policy* – Dawn Benke reviewed the changes to the Credit Card Policy. We typically like to make purchases with checks but there are times that we can't do that and require to temporarily increase the credit limit to make the purchase. This revised policy aligns the approval of temporarily increasing the credit limit with the current purchasing policy. It was currently requiring full board approval for temporarily increasing the credit limit. **Jimmy Sunlight made a motion to approve the amended Credit Card Policy. Deb Hansen seconded the motion. The votes were as follows:**

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

Deb Hansen – Aye

David Gray – Aye

Motion passed unanimously.

- *Assessment of Student Achievement Policy* – Brandon Fairbanks stated that this policy replaces the Test Administration Policy, so we recommend rescinding that policy. Brandon reviewed the Assessment of Student Achievement Policy. This new policy is a more detailed version of the Test Administration Policy. This is included in the required policies for the SCSB campaign.

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- Rescind the Test Administration Policy – There was no further discussion. See above for discussion.
- Language Access Policy – Brandon Fairbanks reviewed the Language Access Policy. This policy went into effect May 3rd. We have been waiting for the state to come out with their model policy. The school interpreters do not need to be certified. They just need to understand education lingo. However, the ASL interpreter must be certified. This policy has been in practice but now it's in writing. There is a mechanism for filing a complaint and an annual review.
- Public Education Materials Policy – Brandon Fairbanks reviewed the Public Education Materials Policy. This is part of the campaign of the SCSB.

Chuma Uzoh made a motion to approve the following policies:

- Approve the Assessment of Student Achievement Policy;
- Rescind the Test Administration Policy;
- Approve the Language Access Policy; and
- Approve the Public Education Materials Policy.

Deb Hansen seconded the motion. The votes were as follows:

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

Deb Hansen – Aye

David Gray – Aye

Motion passed unanimously.

OTHER BUSINESS ITEMS

- Calendaring Items – Chuma Uzoh
 - Next Pre-Board Meeting – May 30th
 - Annual Board Meeting – June 12th moved to June 8th @ 5 p.m. (no Deb)
 - Electronic Board Meeting – June 26th @ 5:30 p.m.
 - NCSC23 Austin, TX – June 18-21

5:35 PM – Deb Hansen made a motion to enter a CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health pursuant to Utah Code 52-4-205(1)(a) in AW's conference room. David Gray seconded the motion. The roll call votes were as follows:

Terry Capener – Aye

David Gray – Aye

Jimmy Sunlight – Aye

Chuma Uzoh – Aye

Deb Hansen – Aye

Motion passed unanimously.

6:13 PM – Chuma Uzoh made a motion to exit the CLOSED SESSION and ADJOURN. David Gray seconded the motion. The votes were as follows:

Terry Capener – Aye

Chuma Uzoh – Aye

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Jimmy Sunlight – Aye

Deb Hansen – Aye

David Gray – Aye

Motion passed unanimously.

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**Leadership Learning Academy
Board of Directors
Closed Session Statement
Monday, May 15, 2023**

Location: Academica West, 290 N. Flint Street, Kaysville, UT 84037



CLOSED SESSION SWORN STATEMENT:

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

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

Signed on the 15th day of May, 2023



Terry Capener
Board Chair

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LLA Board of Director's Meeting

Thursday, June 8, 2023

Consent Item: *Amend 2023-2024 School Calendars*

Issue

The Board must approve the annual school calendar that meets the state requirements of 180 days and 990 hours of instruction. (A school day must have a minimum of 4 instructional hours.)

Background

The Ogden campus calendar traditionally does not have early release the first week of school except on Friday. The Layton campus is out early the first week of school. With all the staff trainings that need to be done at the beginning of the year, Jared feels like it would be beneficial to have early release for the Ogden campus to do some of the trainings and other prep that first week. This change does decrease the school hours, but they are still well over the required 990 hours at the Ogden campus.

Recommendation

It is recommended that the Board approve the amended 2023-2024 school calendar for the Ogden campus.

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2023-2024 School Calendar

1111 2nd Street Ogden, UT 84404 (801) 784-5170

AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2			1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
NOVEMBER 2023							DECEMBER 2023							JANUARY 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2			1	2	3	4	5	6	7
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													
FEBRUARY 2024							MARCH 2024							APRIL 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													
MAY 2024							JUNE 2024							JULY 2024						
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5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Board Approved: 10-23
AMENDED Board Approved: 5-15-23

Ogden Campus

Grades K-6

Mon-Fri: 8:30 AM to 3:00 PM

Fri: 8:30 AM to 1:30 PM

YEAR AT A GLANCE	
August 1	No School
August 7-10	No School
August 10	Information
August 15	Start of New Term
August 15-18	Early Release
August 15-18	No Kinder Classes
August 21	Early Release for K ONLY
September 4	No School
September 5	No School
October 10	Early Release
October 11-13	No School
October 18-20	Early Release
October 20	Term Ends/Early Release
October 23	Start of New Term
October 31	Early Release
November 1	No School
November 20	No School
November 21-24	No School
December 9	Term Ends/Early Release
Dec 20-Jan 1	No School
January 2	No School
January 2-2	
January 6	Start of New Term
January 15	No School
January 17-19	Early Release
February 16	No School
February 19	No School
March 15	Term Ends/Early Release
March 18	No School
March 19	Start of New Term
April 1	No School
April 25	No School
April 24-26	Early Release
May 23	Term Ends/Early Release
Terms	
First Term	45 Days
Second Term	47 Days
Third Term	43 Days
Fourth Term	45 Days
Total	180 Days

LLA 2023-2024 SY Count - LAYTON

Month	Student Days Per Month	Full Days	Early Release Days	Teacher Comp Days	Legislative PD Days	*NEW* Teacher Work Days	ALL Teachers Work Days	Teacher Days Per Month
August	14	8	6			1	4	19
September	20	14	5		1			20
October	19	12	7					19
November	18	13	3	1	1			18
December	13	9	4					13
January	21	14	6		1			21
February	20	15	4		1			20
March	20	14	5	1				20
April	18	12	5	1				18
May	17	13	4					17
June	0							0
Total Days	180	124	49	3	4	1	4	185
Total Hours	1034.50	764.67	228.67	16.50	24.67	N/A	N/A	N/A

Student Hours Calculations	Full Days	Early Release Days
Start	8:30 AM	8:30 AM
End	3:00 PM	1:30 PM
Elapsed Time	390.00	300.00
Passing Time	0	0
Lunch	20	20
Total min	370.00	280.00
EMPLOYEE AGREEMENT INFORMATION		
Days	New Teachers	Returning Teachers
Start Date:	1-Aug	7-Aug
End Date:	23-May	23-May
22-23 Work Days:	185	184
23-24 Work Days:	185	184
Difference:	0	0

LLA 2023-2024 SY Count - OGDEN

Month	Student Days Per Month	Full Days	Early Release Days	Teacher Comp Days	Legislative PD Days	*NEW* Teacher Work Days	ALL Teachers Work Days	Teacher Days Per Month
August	13	8	5			1	4	14
September	20	14	5		1			20
October	19	12	7					19
November	18	13	3	1	1			18
December	13	9	4					13
January	21	14	6		1			21
February	20	16	3		1			20
March	21	15	5	1				21
April	18	12	5	1				18
May	17	13	4					17
June	0							0
Total Days	180	126	47	3	4	1	4	185
Total Hours	1037.50	777.00	219.33	16.50	24.67	N/A	N/A	N/A

Student Hours Calculations	Full Days	Early Release Days
Start	8:30 AM	8:30 AM
End	3:00 PM	1:30 PM
Elapsed Time	390.00	300.00
Passing Time	0	0
Lunch	20	20
Total min	370.00	280.00
EMPLOYEE AGREEMENT INFORMATION		
Days	New Teachers	Returning Teachers
Start Date:	1-Aug	7-Aug
End Date:	23-Aug	23-May
22-23 Work Days:	185	184
23-24 Work Days:	185	184
Difference:	0	0

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting Thursday, June 8, 2023

Action Item: Amended 2023-2024 Fee Schedule

Issue:

The School has adopted a fee schedule for the 2023-2024 school year. Any changes made to the approved fee schedule requires board approval.

Background:

LLA will receive funding for all-day kindergarten starting in the 2023-2024 school year. The Board approved the fee schedule for their augmented kinder fee before the legislature had approved the funding. We are removing the Layton campus augmented kinder fee.

We will now be providing before and after school programs at the Ogden campus and a before school program at the Layton campus. Our Layton campus after school program runs through the YMCA. These fees will be based on the regular and reduced lunch scale as follows:

Before School Only (Monthly)	
Regular Rate	\$20 per child
Reduced Rate	\$15 per child
Lunch Rate	FREE

After School Only (Monthly)	
Regular Rate	\$75 per child
Reduced Rate	\$50 per child
Lunch Rate	FREE

Monthly Tuition (Before & After School Combined) * OGDEN CAMPUS ONLY*	
Regular Rate	\$80 per child
Reduced Rate	\$60 per child
Lunch Rate	FREE

Per state law, if a school charges any school fees the school must approve a fee schedule for the upcoming school year by April 1 before the school year starts. In addition, prior to the April 1 deadline the school must also allow public comment on the proposed fee schedule at no fewer than two board meetings. A school's fee schedule must include a description of all fees charged, the amount of any fee, an explanation of how all fees will be spent by the school, a per

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student annual maximum fee amount for the school year (the maximum amount a student would pay in fees if the student participated in all activities, classes, clubs, etc. that charge a fee), and a statement notifying parents that their student might be eligible for a fee waiver.

LLA has provided the opportunity for public comment on their 2023-2024 amended fee schedule at two board meetings. LLA's amended 2023-2024 fee schedule also includes all known requirements for fee schedules in state law.

Recommendation:

It is recommended that the Board approve the Amended 2023-2024 School Fee Schedule.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



2023-2024 Student Fee Schedule

The following student fees may be assessed to students of Leadership Learning Academy:

FEES FOR OPTIONAL COURSES, PROGRAMS, AND ACTIVITIES		
FEE DESCRIPTION	EXPENDITURES FUNDED BY FEE (SPEND PLAN)	TOTAL FEE
Before School Program*	<ul style="list-style-type: none">Instructors and supplies	Up to \$20 per month
After School Program*	<ul style="list-style-type: none">Instructors and supplies	Up to \$75 per month

* Space in the Before School Program and After School Program is limited and placements are made on a first-come, first-served basis per the Program Terms and Conditions.

Per Student Annual Maximum Fee Amount for Year With Before and After School Programs: \$950

This amount reflects the total student fees any student in grades K-6 would be required to pay if the student participated in all courses, programs, and activities (including the Before and After School Programs) provided, sponsored, or supported by the School for the school year.

Per Student Annual Maximum Fee Amount for Year Without Before and After School Programs: \$0

This amount reflects the total student fees any student in grades K-6 would be required to pay if the student participated in all courses, programs, and activities (except the Before and After School Programs) provided, sponsored, or supported by the School for the school year.

Notice to Parents: Your student may be eligible to have one or more of their fees waived. For information on fees and fee waivers, please contact an administrator at the School and/or review the school fees materials provided in your registration materials (School Fees Posters and Notices, Fee Waiver Policy, Fee Waiver Applications, Fee Waiver Decision and Appeal Form, etc.). If you file a fee waiver request with the School and the request is denied, you may appeal the School's decision.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting

Thursday, June 8, 2023

Action Item: K-12 Illustrative Mathematics Curriculum

Issue:

In accordance with the school's purchasing policy, all invoices that exceed \$25,000 must be approved by the Leadership Learning Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period. *This curriculum has been on two board agendas and was given public comment periods for both meetings.*

Background:

We need to purchase new curriculum to help reach our Early Learning Plan math goals. The IM K-5 curriculum offers teachers coherently sequenced materials based on standards and research-based learning trajectories. It is rigorous, problem-based, and fully aligned to the standards, with coherence across grade levels. IM 6th grade Math focuses on research-based instructional routines. IM K-12 Math is a problem-based core curriculum designed to foster learning for all. Students engage in math by solving problems in various contexts and constructing arguments using precise language.

As a reminder, these consumables are shipped and therefore we are charged a large amount for shipping.

Recommendation:

It is recommended that the Board approve the K-12 Illustrative Mathematics Curriculum purchase not to exceed \$65,000.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



Layton Campus Price Quote

4050 Westmark Drive, Dubuque IA 52004-1840

Toll Free: 800-542-6657 <https://k12.kendallhunt.com/>

Date: 22-Mar-23

To: Danee Gianchetta

Leadership Learning Academy

100 W. 2675 N.

Layton, UT 84041

801-593-9552

dgianchetta@llacharter.org

Curriculum Sales Consultant

K12 Sales Consultant

Cchetwood@kendallhunt.com

Valid for 60 Days

Description	ISBN	Price	Qty	Amount
K-12 Illustrative Mathematics Kits				
Kindergarten Manipulative Kit	978-1-7924-6749-3	\$313.99	4	\$ 1,255.96
Grade 1 Manipulative Kit	978-1-7924-6750-9	\$418.99	4	\$ 1,675.96
Grade 2 Manipulative Kit	978-1-7924-6751-6	\$418.99	4	\$ 1,675.96
Grade 3 Manipulative Kit	978-1-7924-6752-3	\$418.99	3	\$ 1,256.97
Grade 4 Manipulative Kit	978-1-7924-6753-0	\$313.99	3	\$ 941.97
Grade 5 Manipulative Kit	978-1-7924-6754-7	\$313.99	3	\$ 941.97
Grade 6 Non-Consumable Manipulative Kit	978-1-5249-9727-4	\$445.99	3	\$ 1,337.97
Grade 6 Consumable Manipulative Kit	978-1-5249-9730-4	\$110.99	3	\$ 332.97
**Kit prices subject to change				
**Print Materials, Kits, Digital products are non-returnable*				
Shipping & Handling				\$ 1,695.55
*kits are subject to increased shipping tax will be charged based upon the ship to tax rate.				
If you are tax exempt, your exempt certificate is REFURBISHED with this order to remove the tax charge				
GRAND TOTAL				\$ 11,115.28

Ordering Instructions

Description	ISBN	Price	Qty	Amount
EMAIL To process this order by email, please send a copy of this quote, the PO and your organization's tax exempt certificate to ordernow@kendallhunt.com				
	MAIL To process this order by mail, please send a check to: <i>Kendall Hunt Publishing</i> Att: Customer Service 4050 Westmark Drive Dubuque IA 52002			
			FAX To process this order by fax, please dial: 800-772-9165 or 563-598-1046 Call in Order: 1-800-542-6657	

DELIVERY

When submitting an order, please provide the following shipping details to ensure delivery goes smoothly.

1. What are the hours of operation at the delivery location?

2. Is an appointment required for this delivery?

3. Is there a dock?

4. Do you have a pallet jack?

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6. Does this entrance have any stairs?

Order Status Tracking

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Date: 22-Mar-23

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Layton, UT 84041

801-593-9552

dgianchetta@llacharter.org

Curriculum Sales Consultant

K12 Sales Consultant

Cchetwood@kendallhunt.com

Valid for 60 Days

Description	ISBN	Price	Qty	Amount
K-12 Illustrative Mathematics				
Kindergarten Student Edition Set	978-1-7924-6274-0	\$27.00	110	\$ 2,970.00
Kindergarten Teacher Guide Set	978-1-7924-6287-0	\$80.00	3	\$ 240.00
Grade 1 Student Edition Set	978-1-7924-6275-7	\$27.00	100	\$ 2,700.00
Grade 1 Teacher Guide Set	978-1-7924-6289-4	\$80.00	4	\$ 320.00
Grade 2 Student Edition Set	978-1-7924-6276-4	\$27.00	100	\$ 2,700.00
Grade 2 Teacher Guide Set	978-1-7924-6290-0	\$80.00	4	\$ 320.00
Grade 3 Student Edition Set	978-1-7924-6277-1	\$27.00	80	\$ 2,160.00
Grade 3 Teacher Guide Set	978-1-7924-6291-7	\$80.00	3	\$ 240.00
Grade 4 Student Edition Set	978-1-7924-6278-8	\$27.00	80	\$ 2,160.00
Grade 4 Teacher Guide Set	978-1-7924-6292-4	\$80.00	3	\$ 240.00
Grade 5 Student Edition Set	978-1-7924-6279-5	\$27.00	70	\$ 1,890.00
Grade 5 Teacher Guide Set	978-1-7924-6293-1	\$80.00	4	\$ 320.00
Grade 6 Student Edition	978-1-7924-0185-5	\$27.00	70	\$ 1,890.00
Grade 6 Teacher Guide	978-1-7924-0192-3	\$80.00	3	\$ 240.00
**Kit prices subject to change				
**Print Materials, Kits, Digital products are non-returnable*			SUB TOTAL	\$ 18,390.00
<i>Shipping & Handling</i>				
<i>*kits are subject to increased shipping tax will be charged based upon the ship to tax rate.</i>		Order Weight	3972 lbs.	\$ 2,942.40
<i>If you are tax exempt your exempt certificate is RE0111RFD with this order to remove the tax charge</i>				
GRAND TOTAL				\$ 21,332.40

Ordering Instructions

Description	ISBN	Price	Qty	Amount
EMAIL To process this order by email, please send a copy of this quote, the PO and your organization's tax exempt certificate to ordernow@kendallhunt.com				
	MAIL To process this order by mail, please send a check to: <i>Kendall Hunt Publishing</i> Att: Customer Service 4050 Westmark Drive Dubuque IA 52002			
			FAX To process this order by fax, please dial: 800-772-9165 or 563-598-1046 Call in Order: 1-800-542-6657	

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Ogden Price Quote

4050 Westmark Drive, Dubuque IA 52004-1840

Toll Free: 800-542-6657 <https://k12.kendallhunt.com/>

Date: 22-Mar-23

To: Danee Gianchetta

Leadership Learning Academy

1111 2nd Street

Ogden, UT 84404

801-593-9552

dgianchetta@llacharter.org

Curriculum Sales Consultant

K12 Sales Consultant

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Valid for 60 Days

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Grade 6 Consumable Manipulative Kit	978-1-5249-9730-4	\$110.99	2	\$ 221.98
**Kit prices subject to change				
**Print Materials, Kits, Digital products are non-returnable*		SUB TOTAL		\$ 8,024.77
Shipping & Handling				
<i>*kits are subject to increased shipping tax will be charged based upon the ship to tax rate.</i>		Order Weight	94 lbs.	\$ 1,444.46
<i>If you are tax exempt your exempt certificate is REOUIRED with this order to remove the tax charge</i>				
GRAND TOTAL				\$ 9,469.23

Ordering Instructions

Description	ISBN	Price	Qty	Amount
EMAIL To process this order by email, please send a copy of this quote, the PO and your organization's tax exempt certificate to ordernow@kendallhunt.com				
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Toll Free: 800-542-6657 <https://k12.kendallhunt.com/>

Date: 22-Mar-23

To: Danee Gianchetta

Leadership Learning Academy

Curriculum Sales Consultant

1111 2nd Street

K12 Sales Consultant

Ogden, UT 84404

Cchetwood@kendallhunt.com

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dgianchetta@llacharter.org

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Grade 6 Teacher Guide	978-1-7924-0192-3	\$80.00	2	\$ 160.00
**Kit prices subject to change				
**Print Materials, Kits, Digital products are non-returnable*		SUB TOTAL		\$ 17,880.00
Shipping & Handling				\$ 2,860.80
<i>*kits are subject to increased shipping tax will be charged based upon the ship to tax rule.</i>	Order Weight	3873 lbs.		
<i>If you are tax exempt, your exempt certificate is REQUIRED with this order to remove the tax charge</i>				
GRAND TOTAL				\$ 20,740.80

Ordering Instructions

Description	ISBN	Price	Qty	Amount
EMAIL To process this order by email, please send a copy of this quote, the PO and your organization's tax exempt certificate to ordernow@kendallhunt.com				
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LLA Board of Director's Meeting

Thursday, June 8, 2023

Action Item: *Special Education Services Agreement*

Issue:

When the School enters into an agreement with a company and the total amount incurred in one year has a potential to exceed the purchasing policy amount of \$25,000, the agreement must be approved by the Board.

Background:

The administration has determined that the school could use additional services in order to better meet student needs and remain in compliance. The administration and Academica West have discussed the school's special education needs and how Academica West can help meet those needs.

Academica West has seen that many schools could use additional special education services. In order to better meet outstanding needs, Academica West has begun offering packages of additional special education services that fall outside of its main management agreement. The proposed Special Education Services Agreement will allow Academica West to provide the school with a package of additional special education services that will help the school better meet student needs and remain in compliance.

Recommendation:

It is recommended that the board approve the AW Special Education Services Agreement and allow the Lead Director to sign on behalf of the school.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

SPECIAL EDUCATION SERVICES AGREEMENT

This **SPECIAL EDUCATION SERVICES AGREEMENT** (the “**Agreement**”) is entered into with an effective date of _____, 2023 (the “**Effective Date**”) by and between **Leadership Learning Academy**, a Utah nonprofit corporation (the “**School**”), and **Academica West, LLC**, a Utah limited liability company (“**Academica West**”).

RECITALS

A. The School has received a charter (the “**Charter**”) from the Utah State Charter School Board (the “**Authorizer**”) to operate a charter school.

B. The School desires to ensure that it provides special education services to its students and operates its special education program in accordance with the requirements of its Charter and applicable laws.

C. Academica West has expertise and knowledge regarding the requirements associated with providing special education services and operating a special education program in compliance with applicable legal requirements.

D. The School believes that contracting with Academica West for special education services will allow the School’s administration to more successfully meet the requirements associated with providing special education services to its student and operating a special education program.

E. The School and Academica West desire to enter into this Agreement for the purpose of having Academica West provide certain special education services to the School as set forth herein.

AGREEMENT

1. Services to be Performed by Academica West. Academica West will perform certain services related to the School’s special education program (the “**Services**”) as requested by the School. The Services and applicable limitations are identified in Exhibit A attached to this Agreement.

2. Compensation. As compensation for the Services, the School will pay Academica West a fee in the amount of Thirty Thousand Dollars (\$30,000) (the “**Fee**”). Academica West will invoice the School for the Fee upon the execution of this Agreement, and the School will pay Academica West by check within thirty (30) days of the date of the invoice.

3. Independent Contractor Status. The relationship between Academica West and the School shall be that of independent contractor and contractee. Academica West shall not be considered an employee, partner, joint venturer, representative or agent of the School in connection with any of the transactions or relationships contemplated under this Agreement. Academica West

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shall not be authorized, without the prior written consent of the School in each specific case, to act on behalf of or to bind the School.

4. **Term and Termination.** This Agreement shall run for a term of one (1) year from the Effective Date. However, either party may terminate this Agreement at any time by giving sixty (60) days written notice of termination to the other party.

5. **Effect of Termination on Compensation.** In the event of termination of this Agreement, Academica West shall be entitled to retain the pro rata portion of the Fee through the date of termination and will refund to the School the remaining pro rata portion of the Fee within thirty (30) days of the termination date.

6. **Data Confidentiality.** The terms of the attached Data Confidentiality Addendum shall be considered part of this Agreement.

7. **Indemnification.** Each party shall defend, indemnify, and hold harmless the other party and its affiliates and their officers, directors, employees, agents, successors, and permitted assigns from and against all claims, losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from the acts or omissions of the indemnifying party or its employees, agents or contractors in connection with the provision of special education services.

8. **Miscellaneous.**

(a) Neither party will be considered in default of this Agreement if the performance of any part or all of this Agreement is prevented, delayed, hindered or otherwise made impracticable or impossible by reason of any strike, flood, hurricane, riot, fire, explosion, war, act of God, sabotage, accident or any other casualty or cause beyond either party's control and which cannot be overcome by reasonable diligence and without unusual expense.

(b) This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties.

(c) Neither party will assign this Agreement without the written consent of the other party; such consent will not be unreasonably withheld.

(d) No waiver of any provision of this Agreement will be deemed or will constitute a waiver of any other provision unless expressly stated.

(e) If any provision or any part of this Agreement is determined to be unlawful, void or invalid, that determination will not affect any other provision or any part of any other provision of this Agreement and all such provisions will remain in full force and effect.

(f) This Agreement is not intended to create any rights for any third-party beneficiary.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

(g) This Agreement is made and entered into in the State of Utah and will be interpreted according to the laws of that state.

(h) Every notice, approval, consent or other communication authorized or required by this Agreement will not be effective unless it is in writing and sent postage prepaid by United States mail, directed to the other party at its address hereinafter provided or such other address as either party may designate by notice from time to time in accordance herewith:

Academica West, LLC
290 N. Flint St.
Kaysville, UT 84037

Leadership Learning Academy
100 W. 2675 N.
Layton, UT 84041

(i) The headings in this Agreement are for convenience and reference only and in no way define, limit or describe the scope of this Agreement and will not be considered in the interpretation of this Agreement or any provision hereof.

(j) This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one Agreement.

(k) Each of the persons executing this Agreement has the full power and authority to execute this Agreement on behalf of the party for whom he or she signs.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

Leadership Learning Academy,
a Utah nonprofit corporation

Terry Capener, Board President

ACADEMICA WEST, LLC,
a Utah limited liability company

Matthew Mouritsen, President

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EXHIBIT A **Description of the Services**

Over the term of the Agreement, Academica West will provide the School with up to 125 hours of service in the following categories as requested by the School:

Student Growth

Student Observations: The Education Specialist will conduct academic or behavioral student observations.

High Conflict Individual Education Programs: The Education Specialist will review the Individual Education Program and attend the meeting when a conflict arises.

Progress Monitoring: The Education Specialist will set up systems of support to develop a program for progress monitoring.

Required Timelines: The Education Specialist will set up systems of support to develop a database on due dates for Individual Education Programs and Initial Evaluations and Re-evaluations.

Teacher Development

Teacher Mentoring: The Education Specialist will mentor special education teachers in need of support. This can include development of Individual Education Programs, Initial and Re-evaluations. The Education Specialist can act as Teacher of Record as needed.

Professional Development: The Education Specialist will develop and provide professional development to whole school or special education departments. Schools are required to provide advance notice to give the specialist preparation time.

Paraprofessional Training: The Education Specialist will mentor paraprofessionals in need of support. This can include goal setting, observations of paraprofessionals, goal setting, behavior training and other services as requested.

Compliance

State and Federal Reporting: The Education Specialist will complete required state and federal reporting including: Extended Year for Special Educators, personnel report, and other reports as assigned.

Grant Writing: The Education Specialist will complete grant applications, grant monitoring and follow-up reports.

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Indicator Visit Support: The Education Specialist will provide support for indicator visits including review of files being audited, support during the visit and assist in completion of corrections.

Full Monitoring Visit Support: The Education Specialist will provide support for monitoring visits including pre-visit support, support during the visit and assist in completion of corrections.

Program Improvement Plan: The Education Specialist will complete the draft, final Program Improvement Plan and submit it to UPIPS with the support of the Special Education Director.

Policies and Procedures Manual: The Education Specialist will complete the policies and procedures manual as directed by the Utah State Board of Education, including support for presentation to the state and local board.

Internal Monitoring: The Education Specialist will conduct internal monitoring, including training special education teachers on UPIPS.

Appeals for Results Driven Accountability: The Education Specialist will complete appeals for Results Driven Accountability, with the assistance of the special education director.

Special Education Director: Duties as assigned and agreed upon with School Director and Special Education Director.

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DATA CONFIDENTIALITY ADDENDUM

Recitals

1. The School and Academica West are parties to a Special Education Services Agreement (the “**Agreement**”) to which this Addendum is attached regarding services to be provided by Academica West to the School (the “**AW Services**”).
2. Utah Code § 53E-9-309 establishes requirements for contracts between educational entities such as the School and third- party providers such as Academica West.
3. The parties are entering into this Addendum, in order to ensure that the Agreement complies with Section 53E-9-309 and other applicable legal requirements.

Agreement

Now, therefore, in consideration of the foregoing and the mutual covenants and promises of the parties hereto, the parties agree as follows:

1. Except as provided in Utah Code § 53E-9-309(4), Academica West will not use any personally identifiable student data received from the School for any purpose other than to provide the AW Services to the School.
 - (a) “Personally identifiable student data” means student data that identifies or is used by the holder to identify a student and includes:
 - (i) a student’s first and last name;
 - (ii) the first and last name of a student’s family member;
 - (iii) a student’s or a student’s family’s home or physical address;
 - (iv) a student’s email address or other online contact information;
 - (v) a student’s telephone number;
 - (vi) a student’s social security number;
 - (vii) a student’s biometric identifier;
 - (viii) a student’s health or disability data;
 - (ix) a student’s education entity student identification number;
 - (x) a student’s social media user name and password or alias;

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(b) if associated with personally identifiable student data, the student's persistent identifier, including:

(i) a customer number held in a cookie; or

(ii) a processor serial number;

(iii) a combination of a student's last name or photograph with other information that together permits a person to contact the student online;

(iv) information about a student or a student's family that a person collects online and combines with other personally identifiable student data to identify the student; and

(v) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have first-hand knowledge of the relevant circumstances, to identify the student with reasonable certainty.

2. Academica West acknowledges that all student data of the School is the School's and/or students' property. Academica West will collect, use, store, and share personally identifiable student data only in accordance with the Agreement, this Addendum, Utah Code § 53E-9-309, as it may be amended, and any administrative rules adopted by the Utah State Board of Education. The parties acknowledge and agree that the terms of Utah Code § 53E-9-309, as it may be amended, and any administrative rules adopted by the Utah State Board of Education implementing Utah Code § 53E-9-309 govern the relationship between the parties.

3. Academica West may only share personally identifiable student data with employees and independent contractors of Academica West who have a legitimate need to such data in order to enable Academica West to provide the AW Services to the School. The School may request that Academica West notify the School of independent contractors with whom Academica West shares such data and the purpose for which such data is shared and to verify to the School that such independent contractors are bound by confidentiality agreements similar in scope to this Addendum.

4. At the request of the School, Academica West will allow the School or its designee to audit Academica West in order to verify compliance with the terms of the Addendum that relate to the confidentiality and protection of personally identifiable student data. This right to conduct an audit is subject to Academica West's confidentiality obligations to other customers and third parties.

5. During the term of the Agreement, Academica West will delete personally identifiable student data at the request and direction of the School.

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6. At the completion of the parties' agreement, if the Agreement has not been superseded by a new agreement executed in accordance with applicable procurement requirements, Academica West shall return or delete upon the School's request all personally identifiable student data of the School in Academica West's possession and provide to the School written verification of the return or deletion of such data, including deletion from Academica West's back-up system.

7. Academica West covenants and agrees that it shall indemnify and hold the School harmless from and against any and all third party losses, claims, legal fees, and liabilities related to or derived from any breach of this Addendum by Academica West or its employees, agents, officers, and directors.

8. In the event of any conflict between the Addendum and the Agreement, the terms of this Addendum shall govern.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting

Thursday, June 8, 2023

Action Item: *Mental Health Screening Program Determination*

Issue

Determining whether the school will implement a USBE-approved mental health screening program at the school during the 2023-2024 school year.

Background

H.B. 403 – a bill passed during Utah’s 2023 legislative session – requires each LEA governing board to make a determination by July 1, 2023 as to whether the LEA will participate or not participate in administering a USBE-approved mental health screening program during the 2023-2024 school year.

LEAs are not required to implement a mental health screening program, but if an LEA elects to do so, it must follow a variety of rules and requirements, including training, notification, and consent requirements. LEAs may change their determination from year to year as to whether they will participate or not participate in mental health screenings, and each year LEAs must report to the USBE whether they are maintaining or changing their mental health screening participation status from the previous year. The USBE has provided a link to a Qualtrics Survey whereby LEAs can report their determination.

Included with this cover sheet is a Mental Health Screening Guidebook containing helpful information about mental health screenings for students, including what mental health screenings are and are not, benefits and costs of administering mental health screenings, and different methods of mental health screenings schools can use. The Guidebook also includes a sample Implementation Plan for those LEAs who choose to administer mental health screenings as well as information for parents. The Guidebook further contains a number of hyperlinks to resources about mental health screenings.

Recommendation

It is recommended that Leadership Learning Academy not administer a mental health screening program during the 2023-2024 school year.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

School-Based Mental Health Screening Guidebook:

Implementation Plan

This document serves as an outline for Local Education Agencies (LEAs) to fill in their implementation plan for school-based mental health screening.

Outline your plan in preparation of roll out:

- ▶ Start small, as a pilot
 - Such as: one grade level in one school at a time
- ▶ Consider rolling out your plan in phases, gradually scaling up as your resources and capacity allow
- ▶ Include the WHO, WHAT, WHEN, WHERE, WHY
- ▶ Consider forming a stakeholder group to inform your decision making:
 - Parents, students, teachers, administrators, mental health professionals in the school and/or the community.
- ▶ Think through your community partnerships to support this work and invite them into this process. Remember, you don't have to do this alone!

Questions to answer as part of your plan:

What tool(s) are you going to use? [USBE Approved Tools](#)

What conditions are you going to screen for? [USBE Approved Conditions](#)

Who is going to administer and score the screening tool(s)?

Same day review of results is necessary to ensure safety for those who indicate a high risk. Administering and scoring can be done by different people or the same people.

What is your plan for triaging?

What services will be provided in the school?

What community partnerships do you have in place for referrals?

How will parent consent be obtained?

How will you advertise screening to parents?

How will results be shared with students and parents?

Who will collect the required data?

Resource:

- [School Mental Health Quality Guide: Screening](#)
- [SHAPE District Assessment \(Page 11\)](#)

If you have questions or need additional clarification please reach out to:

Michelle Knight

SBMH Program Manager

Michelle.knight@schools.utah.gov



School-Based Mental Health Screening Guidebook:

Parent Information

The purpose of this document is to be a sample flier for LEAs to provide to parents about screenings.

What is mental health screening?

Screening is a process for evaluating the possible presence of a particular problem. Mental health screening may only happen after the students' parents opt into a mental health screening program or event, giving active consent.

Screening is not an assessment or a diagnosis.

What is consent?

Parental consent must be obtained within 8 weeks prior to administering the mental health screener. A separate consent form is required for each screening and cannot be combined with other consent forms. Parental consent must be obtained regardless of the age of the student.

What's the process?

(This process should summarize your implementation plan.)

Are you diagnosing my child?

No. Screening is the process by which the presence of a particular problem is identified. Further assessment would need to be completed in order for a diagnosis to be provided.

Will I receive the results of my child's screening?

Yes, schools are required to provide the results of the screening if a potential mental health condition is indicated. Results and resources will be provided to the student and parent including any services that can be provided by the school mental health provider or by a partnering entity.

What do the results of the screening mean?

The results may indicate the possible presence of a concern and will help you to determine if your student may benefit from a full assessment.

Do I need to pay for this?

Screening is free for students.

Other questions?

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment \(Page 11\)](#)



School-Based Mental Health Screening Guidebook:

Methods of Screening

The purpose of this document is to help LEAs determine the method of screening that best fits their needs and resources.

1. Grade level/Classroom: Announced, advertised, offered to a smaller selection of students based on other data such as school discipline data, SHARP data, administrator/teacher buy in, parent buy in, etc.

A. Considerations

- ▶ This will require time taken out of the school day (BUT NOT ALOT!)
- ▶ Screening could take place on multiple days as needed or on one day.
 - If all in one day, where will students go whose parents didn't give consent?
- ▶ Consent will have to be received prior to the date of the screening.
- ▶ Teachers may need to administer the survey and SBMH professional reviews results and responds
 - Reviewing results needs to happen same day to ensure students needs are triaged and addressed immediately
 - Note: students at imminent risk of harming themselves or others should receive immediate follow-up within 24 hours
- ▶ Parents will need to be contacted separately regarding the results of the screening

2. Screening events: announced, advertised, offered to the entire student population (at the district/LEA level, school level, multiple schools at once, etc). Held on specific dates and times throughout the school year. Parents may sign up to attend or just show up. Parents accompany the child so consent can be signed at the event.

B. Considerations:

- ▶ Could result in data being skewed. It's possible that certain populations may not engage for a variety of reasons
 - Language barriers
 - Unsure of the process

- Misperceptions of what a screening is and its purpose
- ▶ Parents and their students can complete the screener virtually and then come to the school to review/discuss their results
 - If they don't show up, who will follow up with them about their results?
- ▶ Parents and their students can come to the event, complete the screener, then review their results with a professional
- ▶ Event must be staffed by appropriate personnel which could be an added cost (stipends, additional contracted time, etc)
 - Grant funding is available to support these costs.

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment \(Page 11\)](#)



School-Based Mental Health Screening Guidebook:

Talking Points for Boards

The purpose of this document is for LEAs to have talking points to present to their Board in regards to screening.

Screening is a process for evaluating the possible presence of a particular problem. The intent of mental health screening is to determine the possible presence of a mental health concern and to determine if the student may benefit from a full assessment. Mental health screening may only happen after the students' parents opt into a mental health screening program or event, giving active consent.

Screening is not an assessment or a diagnosis.

Benefits of screening

- ▶ Support a Multi-tiered System of Supports (MTSS)
- ▶ Inform Prevention and Early Intervention Strategies
- ▶ Identify concerns specific to certain grades or classrooms
- ▶ Identify students with highest well-being
- ▶ Identify students at risk for a mental illness or harm to self or others
- ▶ Make economically sound decisions
- ▶ Improve Access to Mental Health Supports

See the [School Mental Health Quality Guide: Screening](#) for more details

Costs of screening

Grant funding is available to support screening implementation and for "qualifying parents".

- Most screening tools are available for free, but some require purchasing.
- Stipends for school staff to support screening events may be required if offered outside contract time
- Additional funds for contracted services may be required

Liability of conducting screening

53F-2-522

"A school employee trained in accordance with rules made by the state board under Subsection (3)(a)(iii), who administers an approved mental health screening in accordance with this section in good faith, is not liable in a civil action for an act taken or not taken under this section."

Connecting it to Child Find

- ▶ Mental health screenings are one way to identify students with a possible presence of a disability, which is our responsibility. It supports our Child Find efforts but isn't the only way.
- ▶ In accordance with the requirements of Part B of the IDEA and the USBE Special Education Rules, each LEA implementing a mental health screener must have policies and procedures in place to ensure that any student suspected of having a disability, and who may need special education and related services, is identified, located, and evaluated consistent with the LEA's Child Find system.

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment \(Page 11\)](#)

LLA Board of Director's Meeting

Thursday, June 8, 2023

Action Item: *Teacher and Student Success Program Policy*

Issue:

The School needs to adopt a Teacher and Student Success Program Policy.

Background:

Any LEA that has two or more campuses is required to have a policy that explains how the LEA will calculate and distribute TSSA funds for each of its campuses.

The Teacher and Student Success Program Policy simply explains that Leadership Learning Academy will abide by all requirements of the TSSA program, including the calculation and distribution requirements set forth in Utah Code and USBE rule.

Recommendation:

It is recommended that the Board approve the Teacher and Student Success Program Policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Leadership Learning Academy Teacher & Student Success Program Policy



PURPOSE

The state of Utah created a Teacher and Student Success Program (the “Program”) in an effort to improve school performance and student academic achievement in public schools throughout the state. Program funds are distributed to local education agencies if they complete certain Program requirements.

The purpose of this policy is to help ensure that Leadership Learning Academy (the “School”) completes all necessary Program requirements and allocates and uses its Program funds properly.

POLICY

The School shall abide by and complete all Program requirements in Utah Code § 53G-7-1301 *et seq.* that are applicable to the School, including but not limited to requirements related to the student success framework and teacher and student success plans.

The School shall use all Program funds to improve school performance and student academic achievement in accordance with the School’s student success framework and campus-specific teacher and student success plans approved by the School’s Board of Directors.

The School shall calculate and distribute Program funds for each of its campuses, including any new campuses, in accordance with the calculation and distribution requirements in Utah Code § 53G-7-1304 and Utah Administrative Code R277-927.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting

Thursday, June 8, 2023

Action Item: *Amended Administration of Medication Policy*

Issue:

The School needs to amend its Administration of Medication Policy.

Background:

A school may administer prescribed medication to a student if certain conditions are met, including the school having a policy on medication administration, having staff who have been trained to administer medication to students, and having in place a form signed by the student's parent/guardian and health care provider requesting that the school administer the medication to the student. In addition, school personnel may administer medication to students in emergency situations if certain requirements are met, particularly in regard to emergency diabetic medication, EpiPens, seizure rescue medication, stock albuterol (emergency asthma medication), and opiate antagonists. The proposed amendments to SAA's Administration of Medication Policy are meant to more thoroughly cover the medication administration requirements and update outdated Utah Code references.

In addition, Utah law requires that schools have a policy addressing the training of appropriate school personnel on the provisions of Utah Code 53G-9-203. This section of the Utah Code covers, among other things, restrictions pertaining to medical recommendations by school employees and rules related to school employees communicating information and observations about a student's health and welfare. The required policy must also indicate that school employees who violate the provisions of Utah Code 53G-9-203 will be subject to disciplinary action by the school. SAA has this required policy within its Administration of Medication Policy, but a few revisions are in order to satisfy the policy requirements.

Recommendation:

It is recommended that the Board approve the amended Administration of Medication Policy.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Leadership Learning Academy Administration of Medication Policy



PURPOSE

The purpose of this policy is to authorize personnel of Leadership Learning Academy (the "School") to administer medication to students consistent with applicable law. The term "medication" in this document refers to both prescription medication and non-prescription medication.

The School's Board of Directors (the "Board") acknowledges that medication should typically be administered by a student or the student's parent or guardian. However, the Board recognizes that situations may arise where the health of a student may require administration of medication during the course of a school day by School personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that School personnel who provide assistance in substantial compliance with a student's licensed health care provider's written statement are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of medication. The Board hopes that this policy will help ensure that School personnel act in a prudent and responsible manner in order to protect the health of students and the interests of School personnel.

The Board also desires to set forth policies regarding acceptable self-administration of medication by students.

POLICY

Administration of Medication by School Personnel

The School will comply with applicable state and federal laws, including but not limited to Utah Code Ann. § ~~53A-11-601~~53G-9-502, regarding the administration of medication to students by School personnel. Accordingly, pursuant to this policy, authorized School personnel may provide assistance in the administration of medication to students of the School during periods when the student is under the School's control.

School personnel may also administer medication to students in emergency situations in accordance with the following:

- (a) Glucagon. Glucagon is an emergency diabetic medication used to raise blood sugar. The School will comply with the requirements of Utah Code Ann. § ~~53A-11-604~~53G-9-504 regarding the emergency administration of glucagon to a student in accordance with the statute if ~~in the event~~ (1) the School receives a glucagon authorization ~~request~~ from the parent or guardian of a student; and (2) any School personnel who have been trained (as described in the statute) in the administration

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of glucagon are available to administer the glucagon. The School may not compel School personnel to become trained in the administration of glucagon nor may it obstruct School personnel from becoming trained in the administration of glucagon.

(b) Epinephrine Auto-Injector. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-1401, *et seq.*, regarding emergency injection for anaphylactic reactions, in the event any School personnel seeks to become a “qualified adult” under that provision. The School will make an emergency epinephrine auto-injector available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing an epinephrine auto-injector on School property or administering an epinephrine auto-injector to any person in accordance with the statute.

(c) Seizure Rescue Medication. The School will comply with the requirements of Utah Code Ann. § 53A-11-603.553G-9-505 regarding the emergency administration of seizure rescue medications to a student. Accordingly, the School may administer seizure rescue medication to a student in accordance with the statute if (1) the School receives a seizure rescue authorization from the parent or guardian of the student; and (2) a School employee who has become a “trained school employee volunteer” as defined in the statute is available to administer the seizure rescue medication. The School may not compel a School employee to become a trained school employee volunteer nor may it obstruct a School employee from becoming a trained school employee volunteer~~in the event any School personnel seeks to become a “qualified adult” under that provision.~~

(d) Opiate Antagonist. In accordance with Utah Code Ann. § 26B-4-509-55-104, School personnel may administer an opiate antagonist when acting in good faith to an individual whom the person believes to be experiencing an opiate-related drug overdose.

(e) Stock Albuterol. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding emergency administration of stock albuterol in response to an asthma emergency, in the event any School personnel seeks to become a “qualified adult” under that provision. The School may make stock albuterol available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing stock albuterol on School property or administering stock albuterol to any person in accordance with the statute.

The Lead Director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how administration of medication under this policy will take place.

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The Lead Director will consult with the local health department and/or a registered health care professional for assistance in developing procedures and training necessary for effective implementation of this policy. The School's Lead Director will ensure that School personnel and parents are provided with information about this policy as needed.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication at school in compliance with applicable law. The Lead Director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

Observations and Medical Recommendations by School Personnel

The Lead Director will ensure that appropriate School personnel receive training on the provisions of Utah Code Ann. § ~~53A-11-605~~53G-9-203, including but not limited to training regarding medical recommendations by School employees and rules related to School employees communicating information and observations about a student's health and/or welfare.

School employees who intentionally violate Utah Code Ann. § 53G-9-203 will be subject to discipline up to and including termination.

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[**Back to Agenda**](#)
Wellness Policy

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LLA Board of Director's Meeting

Thursday, June 8, 2023

Action Item: *Ratify Board Members and their Terms*

Issue:

The Board must ratify all members and their terms annually.

Background:

Each year at the Annual Board Meeting, the board must ratify all members and their terms. This year, Terry Capener is up for a new 4-year term to expire in June 2026. The board must approve his new term. Below are the board members and their terms.

- Deb Hansen – *NEW* 4-year term to expire June 2027
- Terry Capener – June 2026
- David Gray – June 2025
- Jimmy Sunlight – June 2025
- Chuma Uzoh – June 2024

Recommendation:

It is recommended that the Board approve Deb Hansen for a new 4-year term to expire June 2027 and ratify Terry Capener with a term to expire June 2026, David Gray with a term to expire June 2025, Jimmy Sunlight with a term to expire June 2025, and Chuma Uzoh with a term to expire June 2024.

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Policies, Procedures, Plans (“PPP”) Required To Be Reviewed and/or Approved

PPP Required by Law to be Reviewed	Frequency	Date Last Reviewed	Reviewer
Attendance/Truancy and Attendance Data	Annually	06/13/22	Board
Bullying and Hazing	Annually	10/10/22	Board
Cash Handling	Annually		LEA
Donation and/or Fundraising	Annually	06/13/22	Board
Electronic Resources or Devices	Once every three years		LEA
Emergency Response/Preparedness Plan	Once every three years		Emerg. Committee
Fee Waiver	Annually	01/10/23	Board
Financial Reporting	Annually		LEA
Language Access	Annually		LEA
Parent and Family Engagement, Compact, Plan	Annually		LEA
Procurement	Annually		LEA
Purchasing and Disbursement	Annually		LEA
Sex Education Instruction	Every two years	06/13/22	Board
Wellness	At least 4 times per year		Wellness Committee

PPP Required by PPP only to be Reviewed	Frequency	Date Last Reviewed	Reviewer
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Information Technology Security Policy & Plan	Periodically		IT Security Manager
Meal Charge/Alternate Meal Policy/Proc4	Annually		LEA
Student Conduct and Discipline Policy & Plan FY23 Out of School Suspensions & Expulsions Data	Annually	06/17/22	Board

PPP Required by Law to be Re-Approved	Frequency	Date Last Reviewed	Reviewer
Electronic Resources or Devices	Once every three years	06/13/22	Board
Fee Waiver	Annually	01/10/23	Board
Parent and Family Engagement	Every two years	10/10/22	Board
Wellness	Once every three years	06/19/20	Board

Other Required Trainings	Frequency	Date Last Reviewed	Reviewer
Arrest Reporting Policy	Annually	06/17/22	Board
School LAND Trust Board Training	Annually	March 2023	Board
Open and Public Meetings Act	Annually	06/17/22	Board
Fraud Risk Assessment/Ethical Behavior	Annually	06/17/22	Board
Fraud Risk Online Training	Every (4) Years	2020	Board

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LLA Board Meeting Packet 6-08-23



Fraud Risk Assessment

Questionnaire

Revised December 2020

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

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Fraud Risk Assessment

Continued

*Total Points Earned: 375 /395 *Risk Level:

Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	X	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	X	5
b. Procurement?	X	5
c. Ethical behavior?	X	5
d. Reporting fraud and abuse?	X	5
e. Travel?	X	5
f. Credit/Purchasing cards (where applicable)?	X	5
g. Personal use of entity assets?	X	5
h. IT and computer security?	X	5
i. Cash receipting and deposits?	X	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	X	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	X	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	X	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	X	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	X	20
7. Does the entity have or promote a fraud hotline?	X	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	X	20

*Entity Name: Leadership Learning Academy

*Completed for Fiscal Year Ending: 30 June 2023 *Completion Date: 8 June 2023

*CAO Name: Jared Buckley *CFO Name: Jimmy Sunlight

*CAO Signature: _____ *CFO Signature: _____

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Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	✓			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				✓
4. Are all the people who have access to blank checks different from those who are authorized signers?		✓	✓	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

* MC = Mitigating Control

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Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

- Ⓐ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.
- Ⓑ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

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Leadership Learning Academy Ethics Policy



Leadership Learning Academy (the “School”) adopts this policy to ensure that individuals associated with the School, including Board Members and employees, conduct themselves consistent with high standards of ethics and with applicable law.

Any allegation of a violation of this policy should be reported to the School’s Board of Directors in accordance with the School’s Staff Grievance Policy or Parent Grievance Policy, as applicable. The Board will ensure that all allegations of ethics violations are promptly investigated and that appropriate action is taken based on the results of the investigation.

No Board Member or School employee may violate Utah Code 76-8-105, which precludes the solicitation or receipt of a bribe.

No Board Member or School employee may violate the Utah Public Officers’ and Employees’ Ethics Act (Utah Code 67-16-1, et seq.), which, among other requirements, precludes Board Members and School employees from:

- (a) accepting employment or engaging in any business or professional activity that he/she might reasonably expect would require or induce him/her to improperly disclose controlled information that he/she has gained by reason of his/her official position;
- (b) disclosing or improperly using controlled, private, or protected information acquired by reason of his/her official position or in the course of official duties in order to further substantially his/her personal economic interest or to secure special privileges or exemptions for himself/herself or others;
- (c) using or attempting to use his/her official position to:
 - (i) further substantially his/her personal economic interest; or
 - (ii) secure special privileges or exemptions for himself/herself or others;
- (d) accepting other employment that he/she might expect would impair his/her independence of judgment in the performance of his/her public duties;
- (e) accepting other employment that he/she might expect would interfere with the ethical performance of his/her public duties; or
- (f) except as otherwise allowed in the law, knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly for himself/herself or another a gift of substantial value or a substantial economic benefit tantamount to a gift:

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- (i) that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties;
- (ii) that he/she knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding him/her for official action taken; or
- (iii) if he/she recently has been, is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided in Utah Code 67-16-6.

Licensed educators of the School must comply with Utah Educator Standards contained at R277-515-3 pertaining to the ethical conduct required of all licensed educators in the state of Utah.

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Board Member Annual Commitment to Ethical Behavior

I understand that as a board member of **Leadership Learning Academy**, I should always engage in ethical behavior. I have read the school's Ethics Policy and am committed to abiding by the policy, conducting myself consistent with high standards of ethics, and complying with applicable law.

Signature _____ Date _____
Terry Capener

Signature _____ Date _____
Chuma Uzoh

Signature _____ Date _____
Jimmy Sunlight

Signature _____ Date _____
David Gray

Signature _____ Date _____
Deb Hansen

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LEADERSHIP LEARNING ACADEMY

Board of Directors ***PROPOSED***

2023-2024 Board Meeting Dates

Board Meeting Date	PreBoard	Time
August 21, 2023 <i>@ Layton Campus</i>	Aug 7 th @ 5:30 p.m.	5:30 pm
October 16, 2023 <i>@ Lagoon</i>	Oct 2 nd @ 5:30 p.m.	5:30 pm
November 6, 2023 <i>No Board Meeting – Holiday Social</i>	N/A	6:00 pm
December 4, 2023 <i>@ Ogden Campus</i>	Nov 20 th @ 5:30 p.m.	5:30 pm
January 22, 2024 <i>Winter Retreat @ AW</i>	Jan 8 th @ 5:30 p.m.	5:00 pm
March 18, 2024 <i>@ Layton Campus</i>	Mar 4 th @ 5:30 p.m.	5:30 pm
May 13, 2024 <i>Retreat @ AW – Review Strategic School Plan</i>	April 29 th @ 5:30 p.m.	4:00 pm
June 10, 2024 <i>Annual Board Meeting @ AW</i>	Tues, May 28 th @ 5:30 p.m.	5:30 pm
June 24, 2024 <i>Electronic Board Meeting</i>	N/A	5:30 pm

**All PreBoard Meetings will be held at Academica West

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