

scientific, literary, or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986 and the regulations promulgated thereunder as they now exist or as they may hereafter be amended.

Section 9.2. Investments. The Foundation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the ~~Governing Board~~Executive Governing Board, without being restricted to the class of investments which a nonprofit corporation is or may hereafter be permitted by law to make, or any similar restriction, provided, however, that no action shall be taken by or on behalf of the Foundation if such action is a prohibited transaction or would result in the denial of the tax exemption under Sections 502 or 503 or any other Section of the Internal Revenue Code of 1986 and the Regulations promulgated thereunder as they now exist or as they may hereafter be amended. if such action is a prohibited transaction or would result in the denial of the tax exemption under Sections 502 or 503 or any other Section of the Internal Revenue Code of 1986 and the Regulations promulgated thereunder as they now exist or as they may hereafter be amended.

Section 9.3. Exempt Activities. Notwithstanding any other provision of these bylaws, no ~~Board~~Executive Governing Board Member, officer, employee, or representative of this Foundation shall take any action or carry on any activity by or on behalf of the Foundation not permitted to be taken or carried on by a supporting organization exempt under Section 509(a)(3) of the Internal Revenue Code of 1986 and the Regulations promulgated thereunder as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170(c)(2) of such Code and the Regulations promulgated thereunder as they now exist or as they may hereafter be amended. not permitted to be taken or carried on by a supporting organization exempt under Section 509(a)(3) of the Internal Revenue Code of 1986 and the Regulations promulgated thereunder as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170(c)(2) of such Code and the Regulations promulgated thereunder as they now exist or as they may hereafter be amended.

SECTION 9.4. Political Lobbying. No substantial part of the activities of this Foundation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501 (h) of the Internal Revenue Code), and this Foundation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of these Bylaws, this Foundation shall not carry on any activities not permitted to be carried on: (A) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code; or (B) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

ARTICLE X

MISCELLANEOUS

Section 10.1. Account Books, Minutes, Etc. The Foundation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its ~~Governing Board~~Executive Governing Board and committees. All books and records of the

Foundation may be inspected by any Member, such Member's authorized agent or attorney, for any proper purpose at any reasonable time.'s authorized agent or attorney, for any proper purpose at any reasonable time.

Section 10.2. Fiscal Year. The fiscal year of the Foundation shall be July 1, to June 30, as established by the Governing Board.

Section 10.3. Conveyances and Encumbrances. Property of the Foundation may be assigned, conveyed or encumbered by such officers of the Foundation as may be authorized to do so by the Governing Board~~Executive Governing Board~~, and such authorized individuals shall have power to execute and deliver any and all instruments of assignment, conveyance and encumbrance; however, the sale, exchange, lease or other disposition of all or substantially all of the property and assets of the Foundation shall be authorized only in the manner prescribed by applicable statute. shall be authorized only in the manner prescribed by applicable statute.

Section 10.4. Designated Contributions. The Foundation may accept any designated contribution, grant, bequest or devise consistent with its general charitable and ~~tax exempt~~tax-exempt purposes, as set forth in the Articles of Incorporation. As so limited, donor designated contributions will be accepted for special funds, purposes or uses, and such designations generally will be honored. However, the Foundation shall reserve all right, title and interest in and to and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any special fund, purpose or use. Further, the Foundation shall acquire and retain sufficient control over all donated funds (including designated contributions) to assure that such funds will be used to carry out the Foundation's ~~tax-exempt purposes.~~exempt purposes.

Section 10.5. Loans to Board~~Executive Governing Board~~ Members and Officers Prohibited. No loans shall be made by the Foundation to any of its Board~~Executive Governing Board~~ Members or officers.~~s or officers.~~

Section 10.6. References to Internal Revenue Code. All references in these bylaws to provisions of the Internal Revenue Code are to the provisions of the Internal Revenue Code of 1986, as amended, and shall include the corresponding provisions of any subsequent federal tax laws. All references in these bylaws to provisions of the Internal Revenue Code are to the provisions of the Internal Revenue Code of 1986, as amended, and shall include the corresponding provisions of any subsequent federal tax laws.

Section 10.7. Amendment. The power to alter, amend, restate or repeal these bylaws and adopt new bylaws or to alter, amend or restate the Foundation's Articles of Incorporation shall be vested in the Governing Board~~Executive Governing Board~~. Any amendment must be approved by an affirmative vote of ~~four~~six (46) of the ~~five~~seven (75) Board~~Executive Governing Board~~ Members at any regular or special meeting of the Governing Board~~Executive Governing Board~~. ~~Notwithstanding the foregoing to the contrary, any amendment, restatement, or repeal of these bylaws shall be approved by a majority of the Members. Notwithstanding the foregoing to the contrary, any amendment, restatement, or repeal of these bylaws shall be approved by a majority of the Members.~~

Section 10.8. Severability. The invalidity of any provision of these bylaws shall not affect the other provisions hereof, and in such event these bylaws shall be construed in all respects as if such invalid provision were omitted. ~~The invalidity of any provision of these bylaws shall not affect the other provisions hereof, and in such event these bylaws shall be construed in all respects as if such invalid provision were omitted.~~

[the remainder of this page is intentionally left blank; this is the final page of the Bylaws]

THE FREEDOM ACADEMY FOUNDATION

BYLAWS CERTIFICATE

The undersigned certifies that he is the Chief Administrative Officer of THE FREEDOM ACADEMY FOUNDATION, a Utah nonprofit corporation, and that, as such, he is authorized to execute this certificate on behalf of said corporation, and further certifies that attached hereto is a complete and correct copy of the presently effective bylaws of said corporation.

Dated effective as of the ____ day of _____, 201984.

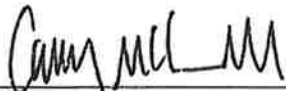
Cary
McConnell,
CAO

THE FREEDOM ACADEMY FOUNDATION

BYLAWS CERTIFICATE

The undersigned certifies that he is the Chief Administrative Officer of THE FREEDOM ACADEMY FOUNDATION, a Utah nonprofit corporation, and that, as such, he is authorized to execute this certificate on behalf of said corporation, and further certifies that attached hereto is a complete and correct copy of the presently effective bylaws of said corporation.

Dated effective as of the 17th day of January 2019.



Cary McConnell, CAO

AMENDMENT

Date: 02/28/2019
Receipt Number: 7736002
Amount Paid: \$37.00

5351748-014

ARTICLES OF AMENDMENT AND RESTATEMENT
OF THE
ARTICLES OF INCORPORATION OF
THE FREEDOM ACADEMY FOUNDATION,
A UTAH NONPROFIT CORPORATION

RECEIVED
FEB 27 2019
Utah Div. of Corp. & Comm. Code

March 8, 2019

In accordance with Section 16-6a-1005 of the Utah Revised Nonprofit Corporation Act (the "Act"), THE FREEDOM ACADEMY FOUNDATION, a Utah Nonprofit corporation (the "Corporation"), hereby declares and certifies as follows:

1. The name of the Corporation is THE FREEDOM ACADEMY FOUNDATION.
2. The text of the Amended and Restated Articles of Incorporation (the "Amended and Restated Articles") is attached hereto and is incorporated herein by this reference.
3. The Amended and Restated Articles were adopted on February 21, 2019, by the Board of Directors without member action and member action was not required.

IN WITNESS WHEREOF, these Articles of Amendment and Restatement have been executed by the Corporation as of the date first written above.

The Freedom Academy Foundation
a Utah Nonprofit corporation

By: [Signature]
Name: Cary McConnell
Its: Board Chairman - CAO

State of Utah
Department of Commerce
Division of Corporations and Commercial Code
I hereby certified that the foregoing has been filed
and approved on this 21st day of Feb 2019
in this office of this Division and hereby issued
This Certificate thereof.

Examiner [Signature] Date 03/13/2019



[Signature]
Jason Sterzer
Division Director

ATTACHMENT

5351748-0140

AMENDED AND RESTATED
ARTICLES OF INCORPORATION

OF

The Freedom Academy Foundation,
a Utah nonprofit corporation

RECEIVED
FEB 27 2019

Utah Div of Corp & Comm Code

Pursuant to and in accordance with Section 16-6a-1001 et. seq. of the Utah Revised Nonprofit Corporation Act, as amended, supplemented or superseded (the "Act"), THE FREEDOM ACADEMY FOUNDATION, a Utah nonprofit corporation (the "Corporation"), hereby adopts the following Amended and Restated Articles of Incorporation with the purpose to conform the language of the Articles for a nonprofit corporation. The Articles of Incorporation of the Corporation were originally filed with the Utah State Department of Commerce, Division of Corporations and Commercial Code on July 7, 2003 . An Amendment was filed on November 14, 2015. The original Articles of Incorporation and the Amendment of the Articles of Incorporation of the Corporation are hereby deleted in their entirety, and Amended and Restated in full to read as follows:

ARTICLE I
NAME

The name of the Foundation is **THE FREEDOM ACADEMY FOUNDATION.**

ARTICLE II
DURATION

The period of duration for the Foundation shall be perpetual, and it is to exist until such time as it shall be dissolved according to law.

ARTICLE III
PURPOSES AND POWERS

The Corporation is organized exclusively for charitable and educational purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The specific purposes and objectives of the Corporation shall include but not be limited to the following

- 1 The establishment, operation, and maintenance of Freedom Preparatory Academy, a Utah Public Charter School, to establish an academically rigorous back-to-basics

Date: 02/28/2019
Receipt Number: 7736002
Amount Paid: \$17.00

FEB 27 '19 09:02

- curriculum with smaller classes and student-to-teacher ratios, and to foster an academic environment that will meet the needs of our children
- 2 To exercise all rights and powers conferred by the laws of Utah upon nonprofit corporations, including, without limiting the generality of the Articles, to acquire by bequest, devise, gift, purchase, lease, or otherwise any property of any sort or nature without limitation as to its amount or value, and to hold, invest, reinvent, manage, use, apply, employ, sell, expend, disburse, lease, mortgage, convey, option, donate, or otherwise dispose of such property and the income, principal, and proceeds of such property, for any of the purposes set forth herein.
 - 3 To do such other things as are incidental to the purposes of The Freedom Academy Foundation or necessary or desirable in order to accomplish them

ARTICLE IV LIMITATIONS

No part of the net earnings of the Foundation shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons, excepts that the Foundation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the Foundation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Foundation shall not participate on behalf of or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this articles, the Foundation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code, or (II) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code.

ARTICLE V MEMBERS

Members are defined as the custodial parent(s) or legal guardian(s) of each student currently accepted in the school. Should a student have more than one custodial parent or legal guardian, the parents or legal guardians of such student shall collectively be one Member and shall act unanimously to the votes relating to their joint Membership.

ARTICLE VI DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon the dissolution of the Foundation, the Governing Board shall distribute the Foundation's assets, after the satisfaction of all outstanding debts of the Foundation, for one or more exempt purposes within the meaning of section 501(o)(3) of the Internal Revenue Code of

1986, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the district court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organization, as said court shall determine, which are organized and operated exclusively for such purposes

ARTICLE VII
GOVERNING BOARD

The management of the Foundation shall be vested in a Governing Board consisting of five Board members (one of which shall serve as Chief Administrative Officer (CAO) and one of which shall serve as Chief Financial Officer (CFO)) and the Executive Director of Freedom Preparatory Academy serving as an ex officio (non-voting) member. The CAO, CFO, and Board Members shall be appointed as set forth in the Bylaws. The ex officio member will serve incidental to appointment as Executive Director of the Freedom Preparatory Academy.

ARTICLE VIII
OFFICERS

The officers of the Foundation shall consist of the CAO, CFO and such other Officers and Assistant Officers as may be provided in the Bylaws.

ARTICLE IX
INDEMNIFICATION

The Foundation shall indemnify and hold harmless each Officer and Member of the Governing Board, including former Officers and Members, to the extent permitted by the Bylaws of Foundation. The Foundation will provide Officers and Members of the Governing Board to the extent permitted by the Bylaws of the Foundation.

ARTICLE X
BYLAWS

The Bylaws of the Foundation are to be made and adopted by the Governing Board, and may be altered, amended or rescinded by the Governing Board. All alterations, amendments, and repeals of the Bylaws must be approved by a majority vote of the Executive Governing Board.

ARTICLE XI
REGISTERED OFFICE AND AGENT

The street address of the Registered Office of the Foundation is 1190 W. 900 N., Provo, Utah 84604.

The name of the Foundation's initial Registered Agent at that office is Lynne L. Herring

Dated this 21 day of February 2019.

The Freedom Academy Foundation

By: 
Name: Gary McConnell
Its: CAO

The Governing Board of Freedom Preparatory Academy

WILL HOLD A PUBLIC MEETING
IN THE SECONDARY SCHOOL CONFERENCE ROOM

January 17, 2019 – 5:30 PM began 5:40 pm

Cary McConnell, Robert Merrill, Paul Baltes, Chris Helvey, Lynne Herring, Buddy Ivie, Ashley Schoessow, Brock Alexander, Grayson Wolf, Kim Flewallen, Jenny Ashby (parent), Jody Wihongi, Matt Fullmer, Andrea Bushman, Tabatha Fergus (secretary), April Dean, Jay Garlock- 5:46, Catherine Bramble- 6:35

Board members may participate electronically with anchor location stated above.

PRAYER/READING/THOUGHT: Robert Merrill

PLEDGE OF ALLEGIANCE: Buddy Ivie

PUBLIC COMMENT

Jenny Ashby, parent thanked school for the link to PMN, she appreciates knowing about the GB minutes and when GB meeting will be held without waiting for agenda posting at school

CONSENT AGENDA

1. Approve minutes of the October 25, 2018 Governing Board Meeting
2. Approve minutes of the November 30, 2018 Governing Board Meeting
3. Executive Director Update

REGULAR AGENDA

1. School Brand Consultant Presentation
 - Chris reminded audience of Jed Morley and his branding company
 - Jed Morley gave report of his work so far, 24 interviews of staff/parents (those who have a stake in the school) and presented powerpoint of his findings. Explained term 'brand', we need to know what we are & what we stand for
 - Mission, "To prepare all students to succeed in all aspects of life"
 - Vision, By 2022, 90% of all students fulfill their Individual Success Plans (ISP)
 - Values, "Rise to the challenge" tagline plus 10 characteristics will guide new faculty/staff/parents/students. Organic- comes from aforementioned interviews. Paul asked how do we help explain 'challenge' to a student since challenge is individual. Jed answered that the negotiation/conversation via ISP to help student comprehend their future
 - Discussion to add pillar of health in branding
 - Chris will share pp to allow for further pondering
2. Ratify December 2018 Members of the Foundation of PFA Election Results Lynne presented results. Under 1100 families, required minimum votes 550, 665 vote received, 623 valid. Vote was successful and positive. Paul moved. Catherine seconded. Passed.
3. Governing Board Structure Discussion- Exec meeting
4. Appoint Governing Board Members and Positions- Exec meeting
5. Approve Amendments to the Bylaws of The Freedom Academy Foundation- Exec meeting

6. Approve Amendments to the Articles of Incorporation- Exec meeting
7. Approve Amendments to the Freedom Preparatory Academy Charter- Exec meeting
8. Budget Update- Chris emailed budget last night, Feb meeting will open budget for allocations.
9. Approve Foreign Exchange Student Program (SEVP) Megabrain is company to facilitate, oversee student. Kim presented and had a handout. Kim is seeking approval to tentatively move forward, usually takes 6 mos to get student processed. Freedom Prep lawyer needs to review contract. Chris is asking for conditional approval pending lawyer review and then offer ratification in later GB meeting. Catherine & Paul felt contract is written to protect school. Paul moved to proceed forward with Megabrain pending lawyer approval and modification after lawyer; school and/or GB make and ratify final agreement with Megabrain. Jay second. Motion passed.
10. Approve At-Risk Student Definition- Lynne expanded definition. State approved the definition and requires GB approval. Lynne shared electronically and read definition. Jay moved to ratify. Paul seconded. Passed unanimously
11. The Freedom Preparatory Academy Governing Board may consider a motion to close the meeting in accordance with § 52-4-204 and 52-4-205, Utah Code Ann.
12. Adjourn (8:30 PM)

Paul moved to executive session for strategic planning. Rob approved.

Jay, Cary, Catherine, Paul- aye.

Return to regular agenda

Cary motioned. Jay seconded.

Present: Cary McConnell, Paul Baltes, Catherine Bramble, Chris Helvey, Jay Garlock, Robert Merrill

5. Approve Amendments to the Bylaws of The Freedom Academy Foundation- Catherine moved to approve amendments to Bylaws of The Freedom Academy Foundation as worked on in Executive session and currently saved to Chris Helvey's laptop. Paul seconded. Passed. No opposition
6. Approve Amendments to the Articles of Incorporation- tabled for future meeting
7. Approve Amendments to the Freedom Preparatory Academy Charter- Rob motioned to approve amendments to the Freedom Preparatory Academy Charter as amended in the executive session to bring into alignment with recent parental vote. Paul seconded. No opposing vote.
3. Governing Board Structure Discussion- Previously 7 member board with a resignation May 2018 and not fill; another seat up for election November 2018. Current executive governing board members in roll call vote unanimously approved restructure to 5 member executive board serving 5 year term unless resignation or death. Term begins at vote (Jan 17, 2019). Roll call vote all in favor.
4. Appoint Governing Board Members and Positions- votes results: CAO- Cary McConnell, CFO- Rob Merrill.

Paul moved to adjourn the meeting. Cary seconded.

*The Freedom Preparatory Academy Governing Board may consider a motion to close the meeting to hold a strategy session to discuss the purchase, sale, exchange, or lease of real property, and/or the character, professional competence, or physical or mental health of an individual in conformance with § 52-4-204 and 52-4-205 et. Seq., Utah Code Ann.

Freedom Preparatory Academy

A Chartered Public School



FREEDOM
PREPARATORY ACADEMY

Charter

Approved by Freedom Preparatory Academy ~~Executive Governing Board~~ 17, January, 2018.

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1. Mission	3
Philosophy.....	3
Motto	3
School Colors.....	3
HYPERLINK "bookmark://_Toc98209448"	3
Opening Date	
Purposes of the Charter School	
2. Governance of the Academy	4
3. Freedom Preparatory Academy Structure	4
4. Curriculum and Instruction.....	4
The Curriculum.....	4
Curriculum Guidelines.....	4
Calendar.....	5
Extracurricular activities	5
Library	5
5. Performance Assessment.....	5
Goals	5
Evaluation Tools and Assessments	6
Gap Assessment & Remediation	6
6. Freedom Preparatory Academy Staff	7
Executive Director.....	7
Teachers	7
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Employee Evaluations	7
7. Parent Involvement.....	8
8. Support Services.....	9
Transportation	9
Food Services	9
Health and Safety	10
9. Finance and Reporting	10
Accounting Practices.....	10
Financial Management and Reporting	10
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1. Mission

1.1. *Philosophy*

To prepare all students to succeed in all aspects of life.

1.2. *Motto*

Soar without limits.

1.3. *Elementary School Colors*

Red - White - Blue

Secondary School Colors

Per current school policy.

1.4. *Mascot*

Bald Eagle

1.5 Opening Date

August 2003.

1.6 Purpose of Freedom Preparatory Academy.

To establish a rigorous back-to-basics curriculum with smaller classes and student-to-teacher ratios, and to foster an academic environment that will meet the needs of our children.

Commented [RC1]: With the amendment we would need the charter to come into compliance with 53G-5-303
As such I would need you to add to this section:
Purposes of the charter school
School's Opening Date

Deleted: Freedom Preparatory Academy empowers students to become effective communicators, critical thinkers and ethical and passionate leaders through a broad, rigorous curriculum, participation in school activities and community outreach. With a focus on college preparation life-long learning, students will experience a challenging atmosphere while building a foundation for global success. Freedom Preparatory Academy will have a positive and measurable impact in the local community and beyond by providing an education of the highest quality to students who will go on to become leaders in their family, community, business, and society.¶

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2. Governance of the Academy

- 2.1. ~~Executive Governing Board. The Freedom Academy Foundation Bylaws outline Executive Governing Board structure. The Executive Governing Board has fiduciary responsibility for the overall direction of the Academy and for setting school policy. The Executive Governing Board is primarily a policy setting group and does not intervene in day-to-day operations except in instances in which, at the Executive Governing Board's sole discretion, it deems that policy issues are at stake. The Executive Director sits on the Executive Governing Board as a non-voting (ex officio) member.~~
- 2.2. ~~Executive Governing Board membership. The Freedom Academy Foundation Bylaws outline Executive Governing Board membership. The number of board members is five (5). As stated in the Foundation By-Laws, board members are appointed to (5) year terms. The CAO and CFO are voted on by the members of the board from these outlined in the Foundation By-Laws.~~
- 2.3. ~~Executive Governing Board meetings. The Freedom Academy Foundation Bylaws outline Executive Governing Board meetings.~~

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3. Freedom Preparatory Academy Structure

~~The Academy is authorized to serve 2340 students. To maintain an optimal educational environment, Freedom Preparatory Academy will have a maximum of 25 students per class (at the beginning of the school year, there may be additional students per class in anticipation of attrition), pre-kindergarten through twelfth grades. Specialty and elective classes, such as physical education and music, may have larger per class enrollments.~~

4. Curriculum and Instruction

- 4.1. The Academy provides a rigorous academic curriculum ~~which includes researched-based, highly effective programs which to lead to student academic growth and achievement. These include, but are not limited to Core Knowledge Sequence, the Spalding Method for Language Arts, and Saxon Mathematics, and FOSS Science at the K-5 Level. Secondary Curriculum includes Utah Core requirements for graduation and other such programs including online options as deemed suitable by the administration.~~
- 4.2. *Curriculum Guidelines*
- 4.2.1. ~~To avoid trendiness, educational research must support the efficacy of the curriculum.~~
- 4.2.2. The education of each and every child is central to the Academy. With this in mind, the curriculum is teacher-directed, ~~incorporates technology, and uses a blended learning platform.~~
- 4.2.3. To meet the individual educational needs of the students, the Academy adjusts the curriculum to the strengths of each student through ~~a variety of methods and programs such as Gifted and Talented, Latino in Action, Special Education, Student Leadership, English Language Learners (ELL), and personalized learning.~~
- 4.2.4. The Executive Director, in conjunction with ~~the campus Principals and Deans of Academics,~~ evaluates the curriculum, methods, and materials used at the Academy, and ~~rectifies any weaknesses on a continuing basis.~~ The Executive Director also recommends curriculum changes to the ~~Executive Governing Board~~ that support or supplement the Curriculum.

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4.2.5. Programs that are educational in nature and that affect large numbers of students across the school are considered part of the school-wide curriculum. ~~Upon occasion, new programs may be piloted at a campus to assess their effectiveness in supporting academic growth. If the pilot proves successful, the Executive Director can approve implementation with only a courtesy notice to the Executive Governing Board.~~

4.2.6. In addition to the Curriculum ~~the Academy will meet Utah's State Core Curriculum requirements and comply with State and Federal assessment requirements.~~

4.3. Calendar

4.3.1. The ~~Executive Governing Board~~ approves the length of the school day and the school calendar upon the recommendation of the Executive Director. At a minimum, the calendar meets the state requirements for instructional hours and days. For the current school calendar, see the *Freedom Preparatory Academy webpage at www.freedomprep.net.*

4.4. Extracurricular activities

4.4.1. All extracurricular activities are ~~recommended by teachers, parents, or students,~~ and must meet the prior approval of the Executive Director.

4.5. Library

4.5.1. The purpose of the Academy's library is to support and enrich the Curriculum, to encourage reading for ~~learning and entertainment,~~ and to provide a resource for both teachers and parents.

5. Performance Assessment

5.1. Goals

5.1.1. Freedom Preparatory Academy is a goal-driven organization that continually evaluates its progress in order to maintain an atmosphere of achievement and excellence. Thus, goal-setting and progress evaluation are important components of administrative processes at the school. These processes provide opportunities to make adjustments to policies, programs, or operations in ways that facilitate excellence.

5.1.2. Annual short and long-term goals for ~~each campus are established each year by the campus administration in collaboration with the Executive Director.~~ Progress against these goals is reviewed by the ~~campus administration, who maintain, adjust, and report results twice annually to the Executive Director and Executive Governing Board.~~

5.1.3. Goals for students are also set annually (some mandated by state requirements) and progress against these goals is assessed as often as necessary to keep progress on track.

5.1.4. Academy-at-large Goal Areas may include:

5.1.4.1. Short-term:

- Parent, staff and/or faculty satisfaction levels
- Volunteer time contributed
- School donations secured
- Parental involvement in volunteer work
- Safety or health measures or status
- Extra-curricular program involvement

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- Academy performance in team contests such as ballroom dance, fine arts, music, drama, STEM, CTE, chess tournaments, math competitions, spelling bee, science fair, or other competitive activities.
- 5.1.4.2. Long-term:
- Expansion
 - Family retention
 - Student growth and achievement
 - College readiness
 - High school GPA, ACT, and graduation rates
 - College acceptance rates
- 5.1.5. Student Goals
- 5.1.5.1. An important objective of Freedom Preparatory Academy is to create a rigorous educational environment for its students in which every student reaches his/her individual learning potential. All levels of the organization strive to support the learning and assessment required to reach that objective. The goal is for students to meet or exceed the baseline data each year in state-mandated testing. Parent support and involvement are key components in the success of each student.
- 5.1.5.2. Student goals measured against schools with similar demographics:
- 93% attendance each school year.
 - 85% of all Academy students meet or exceed the state proficiency level in Science.
 - 85% of all Academy students meet or exceed the state proficiency level in Mathematics.
 - 85% of all Academy students meet or exceed the state proficiency level in Language Arts.
 - 95% of all Academy students will participate in state-mandated testing.
- 5.2. Evaluation Tools and Assessments
- 5.2.1. Academy-at-large goals are evaluated using various methods appropriate to the established goals. These methods may include the following: satisfaction surveys, volunteer logs, financial summaries, or other accounting or assessment methodologies.
- 5.2.2. Student evaluation tools include but are not limited to the following instruments: state testing, curriculum tests, teacher evaluations, oral and written assessments, portfolios and projects.
- 5.2.3. Students take the annual state-mandated testing. The Academy incorporates data-driven decision-making based on the school and individual student progress.
- 5.2.4. Student achievement is measured by the following instruments: annual test scores, student attendance, student retention, term grades and the successful completion of summer school programs, if required.
- 5.3. Gap Assessment & Remediation
- 5.3.1. The Executive Governing Board and Executive Director assess progress against goals and make necessary adjustments to policies, programs, or operations to improve achievement levels. These actions are considered on a goal-by-goal basis and are customized to fit situations as they arise.
- 5.3.2. The goal of the Academy's remediation is that all students become proficient every year.

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6. Freedom Preparatory Academy Staff

6.1. There shall be an Executive Director over all Academies. Site school administration may include principals, assistant principals, deans, and others as deemed necessary. Freedom Preparatory Academy employs sufficient teachers and support staff to meet all applicable federal and state education requirements, and to fulfill its educational goals as promulgated herein. Excellent teaching is vital to outstanding education and Freedom Preparatory Academy keeps a lean Administrative staff, devoting its resources primarily to quality teaching. All Freedom Preparatory Academy employees shall abide by the provisions of the Freedom Preparatory Academy Charter, the Freedom Preparatory Academy Employee Handbook, state law, and all other Academy policies adopted by the Executive Governing Board.

6.2. All Freedom Preparatory Academy employees shall submit to and pass a background check.

6.3. Executive Director

6.4. The Executive Director is hired by the Freedom Preparatory Academy Executive Governing Board and is responsible for all day-to-day operational aspects of the Academy. Hiring and assigning of site school administration will be under the direction of the Executive Director. The Executive Director reports and is accountable to the Executive Governing Board for executing his or her duties as required by his or her employment agreement with Freedom Preparatory Academy. The Executive Director may delegate his or her responsibilities as is reasonably appropriate. The Executive Director's primary point of contact on the Executive Governing Board is the CAO.

6.4.1.

6.4.2. The Executive Governing Board shall formally evaluate the Executive Director's performance not less than once per academic year.

6.5. Teachers

6.5.1. The campus Principals are responsible for hiring all teachers employed by Freedom Preparatory Academy. The campus Principals shall hire teachers that are qualified to teach approved Academy curricula and that are certified or otherwise legally permitted to teach by the State of Utah. Teachers report and are accountable to the campus Principal.

6.6. Support Staff

6.6.1. The Executive Director and campus Principals are responsible for hiring all support staff employed by Freedom Preparatory Academy as is requisite to operate the Academy in accordance with its charter. The Executive Director and campus Principals shall hire support staff qualified to fulfill the duties that their positions require. Support staff report and are accountable to the Executive and campus Principals for executing their duties as required by the employee handbook.

6.7. Employee Evaluations

6.7.1. The Executive Director and campus Principals evaluate employee performance in accordance with the Employee Evaluation Policy, as found in the Freedom Preparatory Academy Employee Handbook. Following all observations, the Executive Director and/or campus Principals write an evaluation of the

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observation. Copies are placed in the employee's personnel file and given to the employee.

6.7.2. The Executive Director will immediately notify the Executive Governing Board of any disciplinary action taken against an Academy administrator, pursuant to the Discipline Action Policy, as found in the Freedom Preparatory Academy Employee Handbook.

7. Parent Involvement

7.1. Parent involvement is essential to the success of the school. All parents are strongly encouraged to support the school by volunteering a minimum of 40 hours per family per year. Single parent households should volunteer a minimum of 20 hours per year.

7.2. Parents with significant access to children will be subject to Freedom Preparatory Academy's background check as stated in Policy #4, at their own cost, via the Academy fingerprinting machine.

7.3. Volunteers keep a log of hours donated. Accurate counts of the volunteer hours are important for the Academy's grant writing and donation solicitation efforts.

- 7.4. Volunteerism accomplishes six goals:
- It improves the quality of education by providing one-on-one attention for the children.
 - It allows parents to feel ownership in the school and support the parent-school partnership.
 - It provides multiple avenues for parents to be involved in their child's education.
 - It demonstrates to the children, by example, the importance of education.
 - It is vital to the financial stability of the Academy by reducing the number of paid employees required.
 - It demonstrates to external constituencies the commitment of the Academy families to educational quality.

7.5. Parents are encouraged to volunteer in a variety of ways that can include, but are not limited to:

- | | | |
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| • Classroom Help | • Lunch Room | • Office Help |
| • Tutor/Mentor | • Special Productions | • Fundraising |
| • Field Trips | • Playground | • Clinic Help |
| • Executive Governing Board | • Pianist | • School Security |
| • Room Parents | • Library | • Crossing Guard |
| • Assemblies | • Committees | • After school classes |
| | • Technology | |
| | • PTO | |

7.6. Parents who are employed are not excluded from volunteering at the academy. They may, because of time restrictions, spend time on volunteer work at home, in the evenings, on weekends, or over vacations.

7.7. Each Campus Principal oversees the appropriate use of all volunteers within their school. Each committee within the school keeps the Campus Principal informed of its activities and receives his or her approval for such activities. Each elementary class has a room parent who, with teacher approval, coordinates volunteerism in the classroom. With the Campus Principal's approval and input, parent

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organizations, such as a Parent-Teacher Organization (PTO) or parent councils, coordinate volunteerism in the schools.

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7.8. Communication with Parents

7.8.1. Communication with parents is vital to the Academy's success. Only when the parents are informed and involved in the educational process can the child take full advantage of the various educational opportunities available.

7.8.2. Parents receive an electronic communication, at least once per month during the school year from the Academy campuses and regular newsletters from teachers as required by the campus Principals. Each teacher is accessible to parents through personal contact, e-mail, and telephone.

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7.8.3. Additional communications policies are outlined in the Freedom Preparatory Academy Parent/Student Handbook and the Freedom Preparatory Academy Employee Handbook.

7.9. Complaints

7.9.1. Freedom Preparatory Academy Administration works to resolve complaints quickly so that education of the students is not adversely affected. Rapid resolution of complaints is important to maintaining a positive climate in the school.

7.9.2. The current grievance and dispute arbitration procedure is outlined in the Freedom Preparatory Academy Employee Handbook and the Freedom Preparatory Academy Parent/Student Handbook.

7.9.3. Any complaint concerning behavior that involves moral turpitude or that threatens the safety of the children should be immediately filed with the campus Principal and the Executive Director.

7.9.4. The general policy is to first voice a complaint directly with the person(s) involved, and to make a good-faith effort to resolve the problem at that level. If the concern is not resolved, a parent or employee may file a complaint with the campus Principal. If the campus Principal does not respond in a timely and satisfactory manner, the parent or employee may take the complaint to the Executive Director. If the complaint is against the Executive Director or if the parent or employee has not been able to resolve their concern they may contact the Governing Board.

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8. Support Services

8.1. Transportation

8.1.1. As a charter school, the Academy draws students from diverse geographical locations within Utah. Because of the logistical and financial limitations of school-sponsored transportation, parents are primarily responsible for their Student's transportation. The Executive Governing Board may provide limited bus service as deemed necessary. Additional transportation policies are outlined in the Freedom Preparatory Academy Parent/Student Handbook.

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8.2. Food Services

8.2.1. Freedom Preparatory Academy recognizes that meeting nutritional requirements throughout childhood is essential to full intellectual development. In an effort to minimize behavior problems and to maximize each child's chances for learning, achievement, and emotional adjustment, the Academy is committed to having high quality meals available to its students.

8.2.2. Freedom Preparatory Academy offers in-school meal programs that participate in the National School Lunch Program. The Academy may also choose to participate in other components of The National School Meals Programs. If a

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parent chooses not to purchase lunch for a child, or if, for some unforeseen reason, the Academy is unable to offer lunches, the parents provide their child's lunches. Specific lunch guidelines are outlined in the *Freedom Preparatory Academy Parent/Student Handbook*.

8.2.3. The lunchroom ~~and kitchens are~~ kept clean and meet Health Department standards.

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8.3. Health and Safety

8.3.1. Freedom Preparatory Academy provides a safe and secure environment for its students. Staff is trained regularly in how to appropriately respond in emergency situations. A safety plan is maintained and updated as needed to maintain security.

8.3.2. Provisions for handling emergencies are outlined in the *Freedom Preparatory Academy Emergency Manual*.

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9. Finance and Reporting

9.1. Freedom Preparatory Academy utilizes state and federal funds for basic school operating expenses. Donated funds are used for additional programs.

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9.2. Accounting Practices

9.2.1. The basic funding for Freedom Preparatory Academy comes from state and federal sources. In addition, Freedom Preparatory Academy continues to pursue funding opportunities through public, federal, and state grants, private grants, corporate sponsors, and fundraising. Any fees charged by Freedom Preparatory Academy are in accordance with Utah State Law. Awarded grant funds are dispersed in accordance with regulations of the Federal Government and the State of Utah.

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9.2.2. The Freedom Preparatory Academy fiscal year runs from July 1 through June 30 of the following year. A yearly budget prepared by the Director of Finance and Chief Financial Officer is discussed in a public hearing held during a public Executive Governing Board meeting in May or June. In that meeting, the budget is presented to the Executive Governing Board for Approval, then public comment.

9.2.3. The State Office of Education guidelines for Budgeting, Accounting, and Auditing for Utah School Districts apply in administering and reporting school revenue and expenditures as stated in Utah Code, Sections 51 and 53A and under Administrative Rule, Title 227. Freedom Preparatory Academy's Bylaws and Articles of Incorporation outline fiscal procedures and are consistent with the Utah Code. Freedom Preparatory Academy's financial reporting is in accordance with Generally Accepted Accounting Principles (GAAP), and Governmental Fund Accounting, which include these same GAAP standards. Revenue, expenditures, and record management are administered by the Chief Financial Officer under the direction of the Executive Governing Board. The Chief Financial Officer is responsible to ensure implementation and utilization of proper accounting controls.

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9.2.4. Independent auditors, not associated with the school, are retained each year to perform a complete audit of Freedom Preparatory Academy's accounting practices and management of monies in accordance with GAAP and Utah Code.

9.3. Financial Management and Reporting

9.3.1. Daily functions of accounting and bookkeeping are under the direction of the Director of Finance. The Director of Finance ensures that monies spent are in accordance with a current budget. The Director of Finance formally reviews each request for a check or ACH (Automatic Clearing House) issued from

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Freedom Preparatory Academy's General Checking Account for validity. Two signatures are required on all checks or ACH draft from the same account by individuals with signature authority as appointed by the Executive Governing Board.

- 9.3.2. During Executive Governing Board meetings, the Chief Financial Officer and Director of Finance present a financial update to the Executive Governing Board. This report includes the fiscal state of the school, upcoming large expenditures, projected revenues, and a year-to-date report on the budget.

9.4. *Insurance/Bonds*

- 9.4.1. Insurance coverage for the Academy includes general liability insurance, property/lease insurance, workers compensation insurance, and health insurance, as outlined in the *Freedom Preparatory Academy Employee Handbook*. Limits of coverage are as outlined by the State of Utah.
- 9.4.2. An employee dishonesty bond is maintained to cover the potential loss of cash and assets of the school. Individuals listed on the bond include any persons with signature authority on bank accounts, investment accounts, or any account where the school has cash or assets.

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