



Board Meeting Minutes

Tuesday, March 14, 2023

Location: Vanguard Academy - 2650 S. Decker Lake Lane - Room 104

Present: Joy Palmer, Charles Reynolds, Debby Llewelyn, Grace Mitchell, Eric Freeman, Darren Jenkins, Ben Robinson, Brad Nelson, Dan Jessop, Kim Mangum

Not Present: Scott Kingston

Time: 6:36 P.M.

*Our mission is to empower our students to excel in college and careers with exceptional math, science, and leadership skills, inspired by music and a passion for learning.*

**MINUTES**

1. **Public Comment** – no public comments
2. **Items of Excellence** - Charles thanked the Board for their hard work and effort.
3. **Director's Report** – Charles presented the feedback we received on the charter amendment that was approved.  
  
Charles updated the board on enrollment.
4. **Budget Update** – John presented the updated budget.
5. **Business Management RFP** – Kim presented the business management RFP. The scoring was blind, Red Apple was scored the highest. The evaluations were very close.
6. **Salary Contract**  
Charles and Grace recused themselves from this discussion and left the room.  
John presented a request for lane change from a Teacher who completed additional education.

Brad motioned to approve the lane change for Velanne Stowell, Dan seconded the motion.

VOTES – Brad – YES, Dan – YES, Ben – YES, Darren – YES, Debby – YES, Kim – YES

Charles and Grace came back into the room.

**7. Policy Update** – Michael presented updated policies for review.

**8.10 Private and Home School Student Participation in Public School Achievement Tests** – minor revisions were made to wording in the policy.

VOTE: Brad motioned to approve the policy with revisions, Grace seconded, all present voted YES, the policy was approved.

**9.5 School Activities Supervision** – minor revisions were made to wording in the policy.

VOTE: Darren motioned to approve the policy with revisions, Debby seconded, all present voted YES, the policy was approved.

**9.10 School Bus and Transportation Policy** – minor revisions were made.

VOTE: Darren motioned to approve the policy with revisions. Ben seconded, all present voted YES, the policy was approved.

**11.12 Time and Effort Policy** – minor revisions were made.

VOTE: Brad motioned to approve the policy with revisions. Kim seconded, all present voted YES, the policy was approved.

**12.2 Code of Conduct/Appropriate Behavior Policy** - minor revisions were made.

VOTE: Debby motioned to approve the policy with revisions. Darren seconded, all present voted YES, the policy was approved.

**15.10 Prohibition of Corporal Punishment** – was tabled for the next meeting.

**9.1 Child Abuse & Neglect Reporting** – revisions were made

VOTE: Grace motioned to approve the policy with revisions. Debby seconded, all present voted YES, the policy was approved.

**5.5 Bullying, Cyberbullying, Harassment, Hazing, Retaliation, and Abusive Conduct Prohibition and Prevention** – revisions were made.

VOTE: Brad motioned to approve the policy with revisions. Dan seconded, all present voted YES, the policy was approved.

**8. Meeting Minutes**

The meeting minutes from 2/15/23, 2/17/23, and 2/28/23 were presented for approval.

VOTE: Darren motioned to approve the 2/15/23 Meeting Minutes. Ben seconded, all present voted YES, the policy was approved.

VOTE: Darren motioned to approve the 2/17/23 Meeting Minutes. Grace seconded, all present voted YES, the policy was approved.

VOTE: Darren motioned to approve the 2/28/23 Meeting Minutes. Kim seconded, all present voted YES, the policy was approved.

Brad motioned to adjourn the meeting, Dan seconded, all present voted YES, meeting was adjourned.

Time Ended: 8:24 P.M.







Vanguard Academy

Actuals as of: March 31, 2023 Percentage of Year: 75%  
**VANGUARD ACADEMY**

Budget Detail Report

	Total				
	FY23 Original Budget	Changes	Forecasted Budget	FY23 YTD	% of Forecast
<b>Income</b>					
<b>1000 480 Revenue from Local Sources</b>					
1510 487 Interest on Investments	\$ 75.00	\$ -	\$ 75.00	\$ 42.58	57%
1600 405 Food Services					
1610 405 Sales to Students				\$ 395.00	
1620 405 Sales to Adults	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,894.50	126%
1720 405 Student Sales -supplies & Misc.	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 48.00	1%
1722 405 Student Sales-Yearbooks	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,855.00	104%
1740 481 Registration and Class Fees				\$ 500.00	
1750 405 Student Sales-Unifrom				\$ 3,536.00	
1920 483 Donations/Contributions	\$ 7,500.00	\$ 17,000.00	\$ 24,500.00	\$ 15,725.82	64%
1921 483 Fundraisers	\$ 2,000.00	\$ 3,500.00	\$ 5,500.00	\$ 914.45	17%
1990 491 Miscellaneous		\$ 218,795.78	\$ 218,795.78	\$ 227,414.88	104%
<b>Total 1000 480 Revenue from Local Sources</b>	<b>\$ 34,575.00</b>	<b>\$ 239,295.78</b>	<b>\$ 273,870.78</b>	<b>\$ 271,326.23</b>	<b>99%</b>

<b>3000 480 Rev from State Sources MSP</b>					
3010 480 Regular School Programs K-12	\$ 2,389,243.59	\$ (5,669.44)	\$ 2,383,574.15	\$ 1,788,715.16	75%
3020 480 Professional Staff	\$ 155,064.30	\$ 14,096.19	\$ 169,160.49	\$ 126,870.37	75%
<b>3100 480 Special Education</b>				\$ 23,866.12	
3105 480 Spec Ed - Add-On	\$ 126,673.85	\$ 59,852.46	\$ 186,526.31	\$ 77,875.51	42%
3110 480 Spec Ed - Self-Contained	\$ 4,038.00	\$ -	\$ 4,038.00	\$ 3,028.50	75%
3120 480 Sp Ed Extended Year	\$ 2,651.18	\$ -	\$ 2,651.18	\$ 1,988.38	75%
3125 480 Spec Educ -- State Programs	\$ 1,973.35	\$ -	\$ 1,973.35	\$ 1,480.01	75%
3155 480 Career and Tech Ed -- Add-on	\$ 244,658.27	\$ 30,405.73	\$ 275,064.00	\$ 196,286.25	71%
3230 480 Class Size Reduction -- K-8	\$ 75,829.13	\$ 7,777.18	\$ 83,606.31	\$ 62,704.73	75%
3200 480 Restricted Other Basic School P		\$ 140,290.44	\$ 140,290.44	\$ 163,327.13	116%
3213 480 Concurrent Enrollment	\$ 90,000.00	\$ 4,167.52	\$ 94,167.52	\$ 70,625.64	75%
3719 480 Charter School Local Replacemen	\$ 1,536,470.00	\$ 50,515.00	\$ 1,586,985.00	\$ 1,190,238.75	75%
3725 480 CS Administrative Costs	\$ 71,424.56	\$ (20,675.20)	\$ 50,749.36	\$ -	0%
3336 480 Enhancement for At-Risk Student	\$ 149,663.79	\$ -	\$ 149,663.79	\$ 112,247.84	75%
3400 480 Related to Basic Programs				\$ 16,210.42	
3876 480 Educator Salary Adjustment	\$ 138,706.73	\$ 16,702.36	\$ 155,409.09	\$ 116,556.83	75%
3882 405 Teacher Supplies and Materials	\$ 4,260.25	\$ 595.82	\$ 4,856.07	\$ -	0%
<b>3500 480 Special Purpose Programs</b>		\$ 50,000.00	\$ 271,960.09	\$ 318,129.51	117%
3520 480 School Land Trust Program	\$ 68,331.67	\$ 130.61	\$ 68,462.28	\$ 68,462.28	100%
3810 405 Library Books and Supplies	\$ 591.90	\$ -	\$ 591.90	\$ 443.92	75%
3770 480 School Lunch Prog (Liquore Tax)	\$ 42,000.00	\$ -	\$ 42,000.00	\$ 44,065.01	105%
3800 405 Supplementals / Other Bills		\$ 41,621.10	\$ 41,621.10	\$ 42,968.47	103%
3822 405 Rev from State Sources				\$ 400.00	
<b>Total 3000 480 Rev from State Sources MSP</b>	<b>\$ 5,323,540.66</b>	<b>\$ 389,809.77</b>	<b>\$ 5,713,350.43</b>	<b>\$ 4,426,490.83</b>	<b>77%</b>

<b>4000 Revenue from Federal Sources</b>					
4200 480 ESSER II Funds		\$ 109,932.63	\$ 109,932.63	\$ 90,948.45	83%
4500 480 Restricted Fed Rev Thru State		\$ 687,344.41	\$ 687,344.41	\$ -	0%
4524 480 Federal IDEA-Part B	\$ 82,000.00	\$ -	\$ 82,000.00	\$ 48,296.11	59%
4560 480 Fed Child Nutrition Programs	\$ 347,500.00	\$ -	\$ 347,500.00	\$ 204,117.67	59%
4800 480 Revenue from Federal Sources				\$ 29,721.34	
4801 480 Federal NCLB Title I A	\$ 125,000.00	\$ 7,073.22	\$ 132,073.22	\$ 16,277.51	12%
4860 480 Federal NCLB Title II A		\$ 17,835.00	\$ 17,835.00	\$ 2,550.00	14%
<b>Total 4000 480 Revenue from Federal Sources</b>	<b>\$ 554,500.00</b>	<b>\$ 822,185.26</b>	<b>\$ 1,376,685.26</b>	<b>\$ 391,911.08</b>	<b>28%</b>
<b>Total Income</b>	<b>\$ 5,912,615.66</b>	<b>\$ 1,451,290.81</b>	<b>\$ 7,363,906.47</b>	<b>\$ 5,089,728.14</b>	<b>69%</b>

<b>Expenses</b>					
<b>100 506 Salaries</b>					
<b>120 506 Administration Salaries</b>					
121.24 506 Director	\$ 82,460.88	\$ (10,460.88)	\$ 72,000.00	\$ 46,868.03	65%
122.22 506 Assistant Principal/Curriculum	\$ 136,472.37	\$ (49,825.65)	\$ 86,646.72	\$ 57,288.44	66%
131.10 506 Teachers	\$ 1,048,168.74	\$ 192,721.89	\$ 1,240,890.63	\$ 757,806.48	61%
131.10A 545 Art/Music/Adventure		\$ 82,339.83	\$ 82,339.83	\$ 54,587.29	66%
132.10 506 Substitute Teachers	\$ 24,429.21	\$ 17,172.06	\$ 41,601.27	\$ 25,798.34	62%





Vanguard Academy

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**VANGUARD ACADEMY**

Budget Detail Report

	Total				
	FY23 Original Budget	Changes	Forecasted Budget	FY23 YTD	% of Forecast
133.10 506 Special Education Teachers	\$ 66,304.32	\$ 52,028.32	\$ 118,332.64	\$ 74,301.69	63%
142.21 506 Counselor	\$ 53,938.44	\$ 49,493.56	\$ 103,432.00	\$ 37,254.73	36%
142.22 506 Non-classroom support, Academies	\$ 136,213.08	\$ 11,485.16	\$ 147,698.24	\$ 111,299.74	75%
161.10 506 Teacher Aides	\$ 223,946.45	\$ (31,555.60)	\$ 192,390.85	\$ 126,544.96	66%
162.10 506 Special Ed Aides	\$ 34,421.18	\$ 56,284.94	\$ 90,706.12	\$ 68,029.59	75%
170.10 Student Transportation Salaries			\$ 16,047.73	\$ 12,035.80	75%
182.26 506 Custodial (Salary)	\$ 20,893.20	\$ 13,628.86	\$ 34,522.06	\$ 16,896.50	49%
182.26a 506 Custodial (Hourly)	\$ 28,767.60	\$ (14,342.42)	\$ 14,425.18	\$ 10,379.32	72%
191.31 506 Kitchen Manager Salary	\$ 26,164.08	\$ 15,548.98	\$ 41,713.06	\$ 26,486.14	63%
192.31 506 Food Service Staff	\$ 11,077.20	\$ 22,346.30	\$ 33,423.50	\$ 24,950.36	75%
198.22 506 Teacher Mentor-Operations Mgr	\$ 46,890.42	\$ 5,309.58	\$ 52,200.00	\$ 38,779.02	74%
151.24 506 Data Steward	\$ 187,745.88	\$ 68,820.48	\$ 256,566.36	\$ 194,627.08	76%
152.24 506 Secretary (Salary)	\$ 136,803.62	\$ 66,839.28	\$ 203,642.90	\$ 140,604.51	69%
<b>Total 100 506 Salaries</b>	<b>\$ 2,264,696.67</b>	<b>\$ 547,834.69</b>	<b>\$ 2,828,579.09</b>	<b>\$ 1,824,538.02</b>	<b>65%</b>

200 523 Employee Benefits	\$ 3,745.04	\$ (3,745.04)	\$ -		
220.10 523 Social Security	\$ 117,963.07	\$ 31,149.74	\$ 149,112.81	\$ 97,827.25	66%
220.21 523 Social Security -support staff	\$ 17,011.68	\$ (12,483.82)	\$ 4,527.86	\$ 2,937.70	65%
220.22 523 Social Security - support	\$ 25,471.08	\$ 10,647.35	\$ 36,118.43	\$ 23,440.84	65%
220.24 523 Social Security -Admin	\$ 38,477.64	\$ 5,113.20	\$ 43,590.84	\$ 31,183.47	72%
241.10 525 Health Insurance	\$ 108,805.60	\$ -	\$ 108,805.60	\$ 72,900.00	67%
243.10 525 Health Waiver (401K or HRA)	\$ 239.40	\$ -	\$ 239.40		0%
240.24 525 Group Insurance-Admin	\$ 151.56	\$ -	\$ 151.56		0%
241.24 525 Health Insurance -Admin	\$ 26,691.90	\$ 20,377.07	\$ 47,068.97	\$ 31,500.00	67%
241.21 525 Health Insurance -support staff	\$ 9,336.72	\$ 5,112.13	\$ 14,448.85	\$ 10,950.00	76%
241.22 525 Health insurance -non-classroom	\$ 25,764.85	\$ (15,678.64)	\$ 10,086.21	\$ 6,750.00	67%
270.10 521 Workers Compensation Fund	\$ 1,876.68	\$ -	\$ 1,876.68	\$ 4,449.00	237%
280.10 525 Unemployment Insurance	\$ 305.16	\$ -	\$ 305.16		0%
<b>Total 200 523 Employee Benefits</b>	<b>\$ 375,840.38</b>	<b>\$ 40,491.99</b>	<b>\$ 416,332.37</b>	<b>\$ 281,938.26</b>	<b>68%</b>

300 Professional & Technical Servc					
310.24 630 Official Administrative Service	\$ 22,779.60	\$ 21,400.00	\$ 44,179.60	\$ 34,108.72	77%
323.21b 630 Speech Therapy Services	\$ 11,111.42	\$ -	\$ 11,111.42	\$ 6,773.90	61%
323.21c 630 Psychologist / OT / Other	\$ 8,229.60	\$ -	\$ 8,229.60	\$ 5,886.35	72%
330.22 63005 Professional Development	\$ 13,883.39	\$ 69,740.95	\$ 83,624.34	\$ 73,653.17	88%
340.23 631 Legal Services	\$ 220,033.20	\$ 99,966.84	\$ 320,000.04	\$ 317,201.70	99%
351.26 517 Contracted services	\$ 74,621.40	\$ -	\$ 74,621.40	\$ 48,470.73	65%
352.23 629 Audit Services	\$ 28,902.60	\$ -	\$ 28,902.60	\$ 27,350.00	95%
355.25 560 Technology Services	\$ 64,992.46	\$ 416,000.00	\$ 480,992.46	\$ 95,161.80	20%
<b>Total 300 Professional &amp; Technical Servc</b>	<b>\$ 444,553.67</b>	<b>\$ 607,107.79</b>	<b>\$ 1,051,661.46</b>	<b>\$ 608,606.37</b>	<b>58%</b>

400 Purchased Property Services					
411.26 582 Water/Sewage	\$ 14,758.56	\$ 4,300.74	\$ 19,059.30	\$ 14,299.58	75%
412.26 583 Disposal Service	\$ 13,202.52	\$ -	\$ 13,202.52	\$ 5,732.49	43%
420.26 638-08 Custodial Services	\$ 5,659.92	\$ 35,000.00	\$ 40,659.92	\$ 36,520.12	90%
430.26 571 Repairs & Maintenance Services	\$ 18,950.76	\$ 70,000.00	\$ 88,950.76	\$ 67,293.55	76%
431.26 571 Non-Technology Repairs & Maint.	\$ 129,442.68	\$ (91,000.00)	\$ 38,442.68	\$ 29,284.13	76%
432.26 571 Technology Repairs & Maint.	\$ 9,031.56	\$ -	\$ 9,031.56	\$ 2,442.44	27%
435.26 572 Lawn Care & Snow Removal	\$ 21,614.04	\$ -	\$ 21,614.04	\$ 16,031.87	74%
441.26 565 Lease of Land & Buildings	\$ 1,086,258.24	\$ -	\$ 1,086,258.24	\$ 715,148.68	66%
442.10 Rental of Equipment & Vehicles	\$ 143.04	\$ -	\$ 143.04	\$ 4,890.00	3419%
443.22 566 Lease of Copy Machine	\$ 16,708.68	\$ (3,791.83)	\$ 12,916.85	\$ 9,709.68	75%
444.24 576 Copy Machine Servicing	\$ 3,026.28	\$ 3,791.83	\$ 6,818.11	\$ 3,927.98	58%
444.26 5651 Maintenance as Part of Lease	\$ 64,970.52	\$ (15,428.99)	\$ 49,541.53	\$ 21,028.32	42%
490.26 590 Property Taxes	\$ 104,406.36	\$ 11,128.25	\$ 115,534.61	\$ 86,009.10	74%
<b>Total 400 Purchased Property Services</b>	<b>\$ 1,488,173.16</b>	<b>\$ 14,000.00</b>	<b>\$ 1,502,173.16</b>	<b>\$ 1,012,317.94</b>	<b>67%</b>

500 Other Purchased Services					
510.27 564 Student Transportation Services	\$ 643.08	\$ 5,000.00	\$ 5,643.08	\$ 11,358.28	201%
520 Insurance				\$ 530.00	





Vanguard Academy

Actuals as of: March 31, 2023 Percentage of Year: 75%

VANGUARD ACADEMY

Budget Detail Report

	Total				
	FY23 Original Budget	Changes	Forecasted Budget	FY23 YTD	% of Forecast
521.23 615 Property Insurance	\$ 16,711.44	\$ -	\$ 16,711.44	\$ 6,700.30	40%
522.23 615 Liability Insurance	\$ 9,501.24	\$ -	\$ 9,501.24	\$ 5,810.00	61%
531.26 584 Telephone	\$ 1,938.28	\$ -	\$ 1,938.28	\$ 1,170.00	60%
532.25 586 Internet	\$ 11,586.72	\$ (11,586.72)	\$ -	\$ -	-
540.23 545-1000 Marketing	\$ 6,626.52	\$ (3,026.52)	\$ 3,600.00	\$ 1,058.44	29%
563.10 707 Tuition to Private Schools	\$ 597.00	\$ -	\$ 597.00	\$ 15.00	3%
565.10 Tuition to Postsecondary Schools 707 training	\$ -	\$ 30,246.74	\$ 30,246.74	\$ 30,673.11	101%
580 530 Travel	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 846.57	85%
580.27 530 Travel/Per Diem	\$ 4,730.16	\$ -	\$ 4,730.16	\$ 7,294.44	154%
592.21 707 After School Activities	\$ 1,453.80	\$ -	\$ 1,453.80	\$ 4,910.10	338%
<b>Total 500 Other Purchased Services</b>	<b>\$ 53,788.24</b>	<b>\$ 21,633.50</b>	<b>\$ 75,421.74</b>	<b>\$ 70,366.24</b>	<b>93%</b>

<b>600 Supplies &amp; Materials</b>					
610 638 General Supplies	\$ 40,076.59	\$ -	\$ 40,076.59	\$ 28,419.57	71%
611.10 6388 Classroom Supplies	\$ 85,343.92	\$ -	\$ 85,343.92	\$ 72,689.46	85%
612.24 635 Office Supplies	\$ 13,873.00	\$ -	\$ 13,873.00	\$ 9,202.87	66%
613.10 63880 Student Gov/PBL supplies	\$ 10,000.00	\$ (800.23)	\$ 9,199.77	\$ 5,144.56	56%
614.22 63005 Prof. Development Supplies	\$ 223.92	\$ 800.23	\$ 1,024.15	\$ 686.18	67%
616.10 703 PE Uniforms	\$ -	\$ 11,516.92	\$ 11,516.92	\$ 11,516.92	100%
617.10 703 Uniforms Expense	\$ 3,399.84	\$ 11,381.17	\$ 14,781.01	\$ 19,275.10	130%
618.10 6383 Science Lab	\$ 184.32	\$ 2,815.68	\$ 3,000.00	\$ 3,010.86	100%
619.10 63880 Yearbook Expense/Graduation Sup	\$ 32,016.00	\$ -	\$ 32,016.00	\$ 632.32	2%
621.26 536 Natural Gas	\$ 14,282.52	\$ -	\$ 14,282.52	\$ 10,593.80	74%
622.26 581 Electricity	\$ 71,412.12	\$ -	\$ 71,412.12	\$ 52,968.92	74%
626.26 536 Motor Fuel (Gasoline & Diesel)	\$ 1,100.64	\$ 3,928.17	\$ 5,028.81	\$ 3,715.03	74%
631.31 700 Food Supplies	\$ 279,332.60	\$ -	\$ 279,332.60	\$ 197,343.81	71%
632.31 6386 Non-Food Kitchen Supplies	\$ 17,288.40	\$ -	\$ 17,288.40	\$ 5,214.95	30%
<b>640 707-3 Books</b>		\$ 23,250.04	\$ 23,250.04	\$ 19,014.68	82%
641.10 707-3 Textbooks	\$ 13,350.71	\$ (12,750.04)	\$ 600.67	\$ 402.45	67%
642.10 707-3 eTextbooks / Online Curriculum or Subscriptions	\$ 2,726.52	\$ 67,273.48	\$ 70,000.00	\$ 67,049.88	96%
644.22 707-3 Library Books & Materials	\$ 1,145.82	\$ -	\$ 1,145.82	\$ -	0%
670.1 574 Software	\$ 131,103.36	\$ (25,205.04)	\$ 105,898.32	\$ 75,954.63	72%
680.26 638140 Maintenance Supplies	\$ 16,404.24	\$ -	\$ 16,404.24	\$ 14,341.43	87%
683.26 535 Repair for Buses & Other Vehicl	\$ 6,601.20	\$ -	\$ 6,601.20	\$ 386.98	6%
<b>Total 600 Supplies &amp; Materials</b>	<b>\$ 739,865.72</b>	<b>\$ 82,210.38</b>	<b>\$ 822,076.10</b>	<b>\$ 597,564.40</b>	<b>73%</b>

<b>700 785 Property</b>		\$ -			
710.26 785 Land and Improvements	\$ 97,672.08	\$ (7,992.00)	\$ 89,680.08	\$ -	0%
<b>730 Equipment</b>		\$ -			
733.10 6396000 Furniture & Fixtures	\$ 36,625.92	\$ -	\$ 36,625.92	\$ 20,884.58	57%
734.10 560 Technology Related Hardware	\$ 93,419.88	\$ 313,453.27	\$ 406,873.15	\$ 207,661.15	51%
734.24 560 Technology equipment-office	\$ 73,453.27	\$ (73,453.27)	\$ -	\$ -	-
736.10 574 Technology Software	\$ 842.42	\$ 9,000.00	\$ 9,842.42	\$ 9,644.28	98%
738.31 638-6 Kitchen Equipment	\$ 9,723.12	\$ (9,723.12)	\$ -	\$ -	-
739.26 571 Other Equipment	\$ 726.00	\$ 7,774.00	\$ 8,500.00	\$ 12,506.63	147%
<b>Total 700 785 Property</b>	<b>\$ 312,462.69</b>	<b>\$ 239,058.88</b>	<b>\$ 551,521.57</b>	<b>\$ 250,696.64</b>	<b>45%</b>

<b>800 785 Other Expenses</b>					
810.23 655 Dues & Fees	\$ 3,652.56	\$ 1,424.17	\$ 5,076.73	\$ 4,658.90	92%
811.23 655 UAPCS Dues	\$ 4,539.84	\$ (4,539.84)	\$ -	\$ -	-
812.25 675 Banking Fees	\$ 1,950.36	\$ 5,523.80	\$ 7,474.16	\$ 5,379.99	72%
831.52 740 Interest	\$ -	\$ -	\$ -	\$ 527.70	-
<b>Total 800 785 Other Expenses</b>	<b>\$ 10,142.76</b>	<b>\$ 2,408.13</b>	<b>\$ 12,550.89</b>	<b>\$ 10,566.59</b>	<b>84%</b>
<b>Total Expenses</b>	<b>\$ 5,689,523.29</b>	<b>\$ 1,554,745.36</b>	<b>\$ 7,260,316.38</b>	<b>\$ 4,656,594.46</b>	<b>64%</b>

**Net Income** \$ 223,092.37 -\$ 103,454.55 \$ 103,590.09 \$ 433,133.68 418%

## QUOTES FOR SMALL PURCHASES: RULES and PROCEDURE

NOTE: See "General Information" for pertinent information and instructions in obtaining quotations.

For procurement item(s) costing more than \$5,000 with a maximum total of \$50,000, "a procurement unit shall obtain a minimum of two competitive quotes that include minimum specifications and shall purchase the procurement item from the responsible vendor offering the lowest quote that meets the specifications." Administrative Rules R33-5-104, R33-5-107

REQUESTED BY: Heidi Foster	DEPARTMENT: YearBook / student Gov
PURCHASE ORDER #:	REQUIRED DELIVERY DATE: 2/15/23
SUPERVISOR: Charles Reynolds	

REQUIRED SPECIFICATIONS (Attach sheet if more room is needed): Entourage curriculum is also what we use in our Year Book class. we would like to use them to print as well. we need to submit our pages march 31 & cover before that

students also buy their YearBooks from us - so will be paid back by students

	Vendor #1	Vendor #2	Vendor #3	Vendor #4
Vendor Name:	Lulu	Entourage YearBooks	WikiBooks	
Sales Person:				
E-mail Address:				
Telephone:				
Date/Time of Quote:	2/6/23	8/1/22	2/6/23	
Vendor Quote Number:		1058279001		

Quantity Needed	Description of Product(s) / Service(s) to be Purchased	Vendor #1* Quote	Vendor #2* Quote	Vendor #3* Quote	Vendor #4* Quote
535	YearBooks	25,556.95	16,868.55	39,286.12	
<b>TOTAL: To UPDATE total RIGHT click in the column and choose "Update Field"</b>		<del>\$ 0.00</del> 25,556.95	<del>\$ 0.00</del> 16,868.55	<del>\$ 0.00</del> 39,286.12	\$ 0.00

\*Ask the vendor if the delivery cost is included in the quote provided. If it is not, add delivery cost as another procurement item.

AWARDED TO:	Entourage YearBooks	COMMENTS:	Student Gov
DIRECTOR/ASSISTANT DIRECTOR APPROVAL: (Purchases over \$1,000)		DATE:	
FINANCE REVIEW (Purchases \$1,001-\$5,000)		DATE:	
FINANCE APPROVAL (Purchases over \$5,000)		DATE:	

This request for quotation sheet must be attached to the payment for auditing and GRAMA purposes. The buyer is encouraged to read Utah Procurement Code 63G-6a-506 Small purchases and Administrative Rule R33-5-104 Small Purchases and R33-5-107 Quotes for Small Purchases.



# Vanguard Academy Fee Schedule

**AMOUNTS SHOWN ARE MAXIMUMS - ACTUAL AMOUNTS MAY BE LESS  
THE MAXIMUM AGGREGATE PER YEAR FOR EACH STUDENT IS \$279**

## Curricular Fees

Fee	Amount Charged	Spend Plan
Driver's Ed	\$150.00	Driving hours with instructor and supplies
PE Uniform-Shirt	\$6.50	1 PE t-shirt
PE Uniform-Pants	\$3.00	1 PE pants
PE Uniform-Shorts	\$6.50	1 PE shorts
PE Uniform Combo-Shorts and Shirt	\$13.00	1 PE shirt and 1 PE shorts

## Optional Purchases - Not Waivable

Optional Purchases-Not Waivable	Amount Charged	Spend Plan
Yearbook	\$50.00	yearbook-\$45 if paid for by Dec. 1st.
Spirit Vanguard t-shirt	\$6.00	1 Vanguard t-shirt
Spirit Vanguard Sweatshirt	\$20.00	1 Vanguard sweatshirt
School Uniform Shirt	\$9.00	1 School uniform shirt
School Uniform Pants	\$15.00	1 School uniform pants

**Vanguard Academy  
Counseling Services  
Enrollment Summary 2023-2024**

**Ref #**

<b>Student Enrollment</b>	<b>Actual</b>	<b>Possible</b>	<b>%</b>
Total # Existing Students for 2022-2023	535	535	100.0%
# Graduating Seniors	62	535	11.6%
# Potential Early Graduates	11	535	2.1%
# Other Existing Students Not Returning	0	535	0.0%
Total # Students Graduating or Not Returning	73	535	13.6%
# Existing Students Not Graduating	462	535	86.4%
# Existing Students Intent to Return Received & Returning	462	462	100.0%
# Existing Students Intent to Return Not Received	0	462	0.0%
<b>Student Enrollment Available for 2023-2024</b>	<b>Actual</b>	<b>Available</b>	<b>%</b>
# Seats Available for New Students (up to 103%)	105	567	18.4%
<b>Student Enrollment Projections for 2023-2024</b>	<b>Actual</b>	<b>Available</b>	<b>Difference</b>
# New Student Applications Received	150	105	45
<b>Student Enrollment Lottery Priorities</b>	<b>Accepted</b>	<b>Applied</b>	<b>Difference</b>
# Students Accepted in Lottery	0	150	-150
Former Student Priority	0	2	-2
Children & Grandchildren of Founders/Board Members	0	5	-5
Sibling Priority	0	100	-100
Employee Priority	0	12	-12
Endeavor Hall Priority	0	1	1
No Priority	0	30	-30
<b>Students Accepted Offer of Enrollment</b>	<b>Accepted</b>	<b>Wait-List</b>	<b>Spots Left</b>
# Students Accepted in Lottery	0	0	0
# Student Who Accepted Offer of Enrollment	0	0	0
# Students Who Did Not Accept Our Offer of Enrollment	0	0	

**Accepted Order Legend**

- 1 = Former Student Priority
- 2 = Founding/Board Member Priority
- 3 = Sibling Priority
- 4 = Employee Priority
- 5 = Endeavor Hall Priority
- 6 = No Priority



## 12.9 PROHIBITION OF CORPORAL PUNISHMENT

### Purpose

The Board of Trustees (Board) acknowledges that Utah law prohibits corporal punishment in public schools but provides for the use of physical restraint or force under certain circumstances.

The Board authorizes the Vanguard Academy administration to develop appropriate guidelines for administering physical restraint or force.

### Definitions

**Corporal punishment** is the intentional infliction of physical pain upon the body of a student as a disciplinary measure.

**Employee** includes all persons who perform services for Vanguard Academy, including without limitation all full time, part time, salary, hourly, or temporary licensed employees, non-licensed employees, administrators, educators, hourly employees, board members, and substitute teachers, or other third party contractors of Vanguard Academy.

**Student** is any person under the age of eighteen (18) or receiving educational services or anyone under the age of twenty-three (23) who is receiving educational services as an individual with a disability.

**Emergency safety intervention (ESI)** means the use of seclusionary time out or physical restraint when a student presents an immediate/imminent danger of physical violence/aggression towards self or others likely to cause serious physical harm. An emergency safety intervention is not for disciplinary purposes.

**Physical Escort** means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of guiding a student to another location.

**Physical restraint** means personal restriction immobilizing or reducing the ability of an individual to move the individual's arms, legs, body, or head freely.

**Seclusionary time out** means that a student is placed in a safe enclosed area, isolated from adults and peers, and under circumstances where the student reasonably believes he or she will be prevented from leaving the area.

### Policy

No employee shall inflict or cause the infliction of corporal punishment upon a student.

An employee is not prohibited from using reasonable and necessary restraint or force in self-defense or when otherwise appropriate to the circumstances to:

- a. obtain possession of a weapon or other dangerous object in the possession or under the control of a student;
- b. protect a student or another person from physical injury;  
remove a student who is violent from a situation; or  
protect property from being damaged, when physical safety is also at risk.

All uses of physical restraint must be carried out using the Emergency Safety Intervention procedures set forth in section 4. below.

An employee may not be subjected to any sanction for failure or refusal to commit an act prohibited by this policy and the laws it is intended to implement.

Any employee who "has knowledge of or has reason to suspect" the use of corporal punishment must follow the reporting and investigation requirements for suspected child abuse.

- a. Reports must be immediately made to the school director and to law enforcement or the Utah Division of Child and Family Services.
- b. The school director receiving a report must immediately file a report with law enforcement or the Utah Division of Child and Family Services.
- c. Any school or individual who in good faith makes a report or cooperates in an investigation by a school or authorized public agency concerning a violation of the corporal punishment prohibition is

immune from any civil or criminal liability that might otherwise result from such reporting or cooperation.

- d. If a violation is confirmed, the behavior administrator will take prompt and appropriate action, including in-service training and other administrative action, to ensure against a repetition of the violation.
- e. All findings and actions taken by the behavior administrator will be reviewed by the executive director. The executive director may make additional recommendations.

An employee may appeal any discipline imposed under this policy through the use of the employee grievance procedure and/or orderly termination procedures for violations resulting in dismissal..

This policy does not prohibit the use of reasonable and necessary restraint or force with students who are educated pursuant to an individual education plan (IEP). Such use of reasonable and necessary restraint or force must meet state, federal, and local guidelines governing qualified students with disabilities.

### **Emergency Safety Interventions**

An employee may not subject a student to physical restraint or seclusionary time out unless utilized as a necessary emergency safety intervention (ESI) in compliance with this section.

### **General Provisions**

Teachers and other personnel who may work directly with students shall be trained on the use of effective alternatives to ESI as well as the safe use of ESI and a release criteria.

ESI shall:

- a. be applied for the minimum time necessary to ensure safety;  
be discontinued as soon as imminent danger of physical harm to self or others has dissipated;
- b. be discontinued if the student is in severe distress;  
never be used as punishment or discipline;  
in no instance, be imposed for more than thirty (30) minutes.

### **Students with Disabilities Receiving Special Education**

Use of ESI for a student with a disability receiving specialized educational services under IDEA or Section 504, shall be subject to the *State of Utah's Least Restrictive Behavioral Interventions (LRBI) Technical Assistance Manual*. The LRBI Manual provides guidance and information in creating successful behavioral systems and supports within Utah's public schools that:

- promote positive behaviors while preventing negative or risky behaviors; and
- create a safe learning environment that enhances all student outcomes.

### **Physical Restraint**

An employee may, when acting within the scope of employment, use and apply physical restraint or force as an ESI as may be reasonable and necessary under the following circumstances:

- a. to protect the student or another person from serious physical harm; to take possession of a weapon, other dangerous objects in the possession or under the control of a student; or where the student is destroying property and physical safety is at risk.

When an employee exercises physical restraint as an ESI on a student, the following types of physical restraint are prohibited:

- a. prone, or face down;
- b. restraint which obstructs the airway or adversely affects the student's primary mode of communication;



- c. supine, or face up;
- d. mechanical restraint, except for seat belts or safety equipment used to secure students during transportation; or
- e. chemical restraint, except as prescribed by a licensed physician or other qualified health professional acting under the scope of the professional's authority and implemented in compliance with a student's Health Care Plan.

### **Seclusionary Time Out**

If a public education employee uses seclusionary time out, the public education employee shall:

- a. use the minimum time necessary to ensure safety;
- b. use release criteria as outlined in LEA policies;
- c. ensure that any door remains unlocked consistent with the fire and public safety requirements described in Rules R392-200 and R710-4;
- d. maintain the student within line of sight of the public education employee;
- e. use the seclusionary time out consistent with the LEA's plan described in Section R277-609-4; and
- f. ensure that the enclosed area meets the fire and public safety requirements described in Rules R392-200 and R710-4.

If a student is placed in seclusionary time out, the school or the public education employee shall provide notice as soon as reasonably possible and before the student leaves the school to:

- a. the student's parent; and
- b. school administration.

A public education employee may not place a student in a seclusionary time out for more than 30 minutes.

If a public education employee places a student in seclusionary time out for more than 15 minutes, the school or the public education employee shall immediately provide notice to:

- a. the student's parent or guardian; and
- b. school administration.

Seclusionary time out may only be used for maintaining safety.

A public education employee may not use seclusionary time out as a means of discipline or punishment.

### **References R277-609**

### **Revision History and Approval Date**

Version 11 April, 2023: Original

Pending Board Approval

### **3.8 Dropout Prevention**

#### **Purpose**

To conform with state rule as Vanguard Academy strives to prevent dropout and offers recovery programs to its student.

To support at risk students, avert potential dropouts, recover previous dropouts, and help address the personal and academic needs of students,

#### **Definitions**

1. **Student** is any person under the age of nineteen (19) receiving educational services or anyone under the age of twenty-three (23) who is receiving educational services as an individual with a disability
2. **Designated Student** means a student who has withdrawn from school before earning a diploma, and who has been dropped from average daily membership and whose graduating class (when entering grade 9) have not yet graduated or who is at risk of withdrawing from school before earning a diploma.

#### **Policy**

1. Vanguard Academy shall identify all designated students.
2. Vanguard Academy shall provide remediation services for students in grades 7-12 who do not meet competency levels in a particular class. Students may be required to participate in remediation services before advancing to the next course in a subject sequence.
3. Vanguard Academy shall provide dropout prevention and recovery services for students in grades 9-12 with low academic performance. Services may include the following:
  - a. engaging with the student;
  - b. developing a learning plan to identify barriers to regular school attendance and achievement, an attainment goal, and a means for achieving the attainment goal;
  - c. monitoring the student's progress toward reaching the attainment goal; and
  - d. providing tiered interventions for a student who is not making progress toward the student's attainment goal.

#### **References**

53G-9-802

R277-606

#### **Revision History and Approval Date**

Proposed

# Vanguard Academy

## Policy Handbook

### 5.11 Suicide Prevention and Response Policy

#### **Purpose**

To promote the emotional well-being of students, identify students at risk for suicide, and create pathways to respond when suicide risk is identified or a suicide death occurs.

#### **Definitions:**

- "Prevention" means an effort to prevent a student from attempting suicide
- "Parent notification" means a notice provided by a public school to a students' parent(s)
- "Postvention" means mental health intervention after a suicide attempt or death to prevent or contain contagion.

#### **Policy**

1. Employee Professional Development

All Vanguard Academy employees will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention.
2. Youth Suicide Prevention Programming
  - a. Developmentally-appropriate, student-centered education materials will be integrated into all health classes and schoolwide suicide prevention curriculum.
3. Assessment and Referral
  - a. When a student is identified as potentially suicidal, (e.g., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs) or a student self-refers, the student will be seen by a school counselor to assess risk and facilitate referral. If there is no counselor available, an administrator will fill this role until a counselor available.
  - b. The Counselor or administrator will contact the student's parent/guardian, maintain a record and assist the family with referral resources, as needed. The counselor documents all meetings with the student and communication with parents/guardians regarding suicidality.
4. Postvention
  - a. The counsolor team will meet as soon as reasonably possible to collaboratively develop strategies and implement an action plan to guide the school response following a death by suicide in order to effectively address the situation.

# Vanguard Academy

## Policy Handbook

### Procedure

1. Youth Suicide Prevention Programming content will address
  - a. Bullying and cyberbullying, as those terms are defined in Utah State code 53G-9-601
  - b. Prevention of youth suicide;
  - c. Importance of safe and healthy choices and coping strategies;
  - d. How to recognize risk factors and warning signs of mental disorders and suicide in oneself and others;
  - e. Help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
  - f. Increased risk of suicide among youth who are not accepted by family for any reason.

### References

53G-9-604(2)

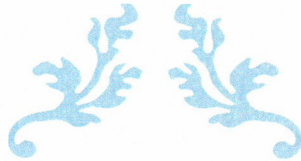
53G-9-605(3)(e)

R277-620

### Revision History and Approval Date

Board Pending Approval





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# VANGUARD TECHNOLOGY PLAN

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2023-2026

VANGUARD ACADEMY

2650 South Decker Lake Lane, West Valley City, Utah 84119

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# HOW DO WE PLAN TO MAKE TECHNOLOGY AVAILABLE TO STUDENTS?

## Technology Related Services Provided by Vanguard Academy

### Computers

All Vanguard students will have the privilege to access to a Vanguard computer device that they can use for their course work. ~~Preferably each student will be assigned a device in a 1 to 1 manner. If a parent doesn't feel comfortable with this, then e~~Each student will have access to a device that will be provided by the teacher for each class on campus that will require it.

### Email

With email students can communicate with staff and other students within the Vanguard Academy's domain.

#### *Vanguard Academy Student Email Account Setup*

Vanguard Academy student accounts are created using student local identification numbers, and their initials.

The student's username is their local student ID followed by their first and last initial - such as 9876fl

#### *Vanguard Academy Staff Email Account Setup*

Vanguard Academy staff accounts are created using the staff member's first name and last name.

#### *Uses for Student Email*

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

#### *Student Email Permissions*

Vanguard Academy's email system controls how emails are sent and received. Students cannot send or receive email to parent accounts or anyone outside of the Vanguard Academy domain. ~~All students cannot receive email from outside of the domain.~~ Therefore, students should not use their Vanguard Academy email for setting up accounts that need to be verified via email or receive notices via email. In some cases, students in concurrent enrollment classes will be allowed to send and receive emails to their professor's university provided email accounts.

### *Student Emails to Staff*

Students are encouraged to email staff concerning school related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

### Cloud

Google Drive cloud storage will be used and can allow storage space for most file formats. The cloud can be accessed from any computer with an Internet connection. The cloud allows users to access and share files from any device that has Internet connectivity.

Google Drive and all other school accounts should only be used for school purposes. Junior high students will be given 1 GB space, high school students will be given 10GB space.



## MEASURES TAKEN TO ENSURE STUDENT SAFETY WHILE ON THE DEVICES:

### Safe classroom:

One of the best ways to keep students safe on devices is to start by creating a safe learning environment. Our teachers will provide safe learning environments by providing a constant personal presence during class. Teachers will be actively observing what students are doing on the devices to ensure that they are only accessing appropriate material that will allow them to accomplish the best learning goal that is appropriate for them in that class.

Teachers also have access to software, such as LanSchool and GoGuardian, that they can use to automatically monitor for inappropriate use of devices; keep students on appropriate programs and websites; and use to provide instruction to all students.

### Monitoring

Vanguard Academy monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Vanguard Academy network. The information on the network in general files and email is not private and is subject to review by the Vanguard Academy administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

Vanguard Academy will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of Vanguard Academy. Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Vanguard Academy Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Vanguard Academy Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email and internet searches that are sent via Vanguard Academy accounts are monitored and filtered based upon content. Rules/filters are set up to monitor student email and web searches for profanity, harassment, and other inappropriate content. Student and web searches that are identified as inappropriate will be reviewed by the school administration.

### Cyberbullying

Please see our policies and procedures pertaining to Cyberbullying on our website ([link](#)).

## MEASURES TAKEN TO ENSURE THAT STUDENTS' ACADEMIC NEEDS WILL BE MET:

### Accessibility of Technology

Vanguard Academy is committed to providing students and staff with access to reliable technology. In partnership with technology management and support company, TechRight, educational technology in our school is expanding. We are diligently working to maintain a reliable infrastructure including a sturdy network and increasing wireless access in the buildings. We currently have enough devices for each student to be assigned one at a 1 to 1 ratio. In addition to this we have several dedicated labs of computers for classroom use. Our network currently has enough Wi-Fi access points to handle all of these devices at the same time with no disruption in services. ~~with minor disruption to services. We are upgrading our access points so that the network can have almost no disruption during heavy usage periods.~~ Teachers will be encouraged to push the envelope and seeks new ways to engage and interact with their students. Vanguard Academy will continue to provide consistent support in order to accomplish the goals of the plan. With technology changing every day, educators and administrators must continually seek the best way to engage students by researching the best tools or web-based applications.

### Online course website (LMS)

Vanguard Academy teachers are all implementing the use of the learning management system (LMS) called Canvas, created by Instructure, to provide digital access to all the learning materials, assignments, and other features to provide students and parents with tools to succeed in each course. A majority of class subjects integrate learning activities ~~done-completed~~ online and in person. Using Canvas to facilitate distance learning has greatly increased the ease of access to our students and has been a wonderful service for our teachers. We even have ~~sever~~ courses that are developed on Canvas that can allow students to fully complete the course at their own pace and mastery.

### Accessibility

In the event a student does not have access to a device or internet required to complete an assignment at home, staff shall provide an alternative method to complete required work.

## CHILD INTERNET PROTECTION ACT (CIPA) COMPLIANCE -- IBOSS CLOUD FILTERING:

Vanguard Academy uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Vanguard Academy is aware that not all inappropriate information can be filtered and will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Vanguard Academy will educate students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyberbullying awareness and response.

We currently are using iBoss Cloud Filtering, which provides (CIPA) compliant filtering on all of our devices whether they are on our campus network or off. This cloud filtering allows our students to be protected when using their Vanguard device wherever they are.



# POLICY & PROCEDURES FOR MAKING DEVICES AVAILABLE TO STUDENTS- (~~1:1 DISTRIBUTION OF DEVICES~~):

## Introduction:

~~Beginning with the 2017-2018 school year, Vanguard Academy Charter School will provide each student a device (i.e., laptop, Chrome Book, or iPad), which the student is to use as a positive learning tool in coordination with the School's curriculum. Although this Agreement authorizes the student's use of the device for the year, the device is the property of the School and must be returned upon the School's request or on the last day of the student's attendance for the school year. Vanguard provides a sufficient number of computers or devices for each student in a classroom that uses computers or devices for instructional purposes.~~

## Prerequisites to Receive:

To ~~receive-use~~ a device to use, the student and his or her parent/guardian must sign and submit to this ~~1:1 Student Technology Device Agreement~~ the acceptable use policy.

## Applicable Policies:

In using the device, the student is subject to and must comply with Vanguard's Board Policies, Authorization for Internet Access Student Policy and Student Handbook Policies addressing student discipline, harassment/bullying, and acceptable use of electronic network/technology and their associated administrative procedures and regulations. A violation of any of these policies could result in loss of network privileges, loss of right to use the device, or appropriate discipline, up to and including suspension or expulsion.

## Expectations

1. Students may not:
  - a. Disrupt the educational process of the school district through non-educational use of the device;
  - b. Endanger the health or safety of themselves or anyone else through the use of the device;
  - c. Invade the rights and privacy of others at school through the use of the device;
  - d. Engage in illegal or prohibited conduct of any kind through the use of the device; or
  - e. Violate the conditions and rules of acceptable use of electronic network/technology.
2. Maintenance of device.

Student must keep the device in good and working condition. In addition to following the manufacturer's maintenance requirements, students should:

- a. Use only a clean, soft cloth to clean the device's screen. No cleansers of any type should be used;
- b. Insert and remove cords and cables carefully to prevent damage to connectors;
- c. Not write or draw on the device or apply any stickers or labels that are not property of the District;

- d. Handle the device carefully and ensure others do the same;
- e. Not leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time;
- f. Secure the device when it is out of their sight. The device should not be left in an unlocked locker, a desk, or other location where someone else might take it;
- g. Use a protective carrying case with the device.

### 3. Daily Use of device.

Unless otherwise instructed, the device is intended for use at school. ~~every day. If students are permitted to use the device at home, they are responsible for bringing it to school every day, fully charged.~~

### 4. No Unauthorized Software or Data.

Only legally licensed software, apps, media, or other data is permitted on the 1:1 device. Students will not download software, apps, media or other data (including songs, photos, or videos) without a District employee's prior approval. Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the device), or remove or modify the School-installed device configuration.

### 5. No Right to Privacy.

The devices are Vanguard property; therefore, the School may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.

## Additional Terms

### 1. Damage to or Loss of device.

Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device.

Parents are financially responsible for any damages to the device. In the event that the device is lost, unrepairable, or any other event that would cause the device to no longer be identifiable as a Vanguard Academy device; parents will responsible to pay the full replacement cost of the device.

The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the School, but will not be greater than the full replacement value of the device.

2. Hardware or Functionality Problems. If a problem arises with the functionality of a student's device, the student must notify his or her classroom teacher, or the onsite tech support administrator, of the problem within 24 hours or on the next school day. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff to attempt to fix suspected hardware faults or the device's operating system. Do not take the device to any repair shop; the student should report the issue to his/her classroom teacher, who will report it to the School's Technology Department.



3. Failure to Return the Device. If a student fails to return the device and any assigned accessories as directed, the School may, in addition to seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with local law enforcement authorities.

4. In accordance with local laws, Vanguard installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the Vanguard cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

Parents of students are completely responsible for following proper use rules. When using the device outside the School, students are bound by the same policies, procedures, and guidelines as in school.

5. Data as Records. Data saved to the device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

6. Waiver of Device-Related Claims. By signing the [Vanguard Academy Device Loan Agreement](#), parents acknowledge that they have read, understand, and agree to follow all responsibilities outlined in the Agreement and agree to be bound by the Agreement. Parents will also agree that the device was delivered in good working order and acknowledge that it must be returned to the School in good working order. By signing the Agreement, they waive any and all claims you (and your heirs, successors, and assigns) may have against Vanguard Academy, its Board of and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

7. Indemnification for Device-Related Claims. By signing the [Vanguard Academy Device Loan Agreement](#) parents agree, to the fullest extent allowed by law, to indemnify, defend, and hold harmless Vanguard, its Board, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

### Agreement and Signatures

Use of devices on the Vanguard Academy network is a privilege that supports school-appropriate learning. The consistent operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing the [Vanguard Academy Device Loan Agreement](#), users acknowledge that they have read the ~~4:1-Student Technology Device~~ [Acceptable Use Agreement](#) and understand the School's expectations and the student's responsibilities.

By signing the agreement, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in the ~~4:1-Student Technology Device~~ [Acceptable Use Agreement](#). The student's parent(s)/guardian(s) are responsible for monitoring their child's Internet access on the device beyond the Vanguard Academy network.



## PROCEDURES FOR TRACKING AND/OR HELPING FAMILIES GET/KEEP INTERNET ACCESS FOR STUDENTS:

At Vanguard we are proud of our close relationship with the parents of our students. We frequently communicate with them about ways to improve our school. To help facilitate our continued progression to implementing technology and online learning, it is important that we make sure our students have a reliable internet access when at home. At the time of registration, all parents/guardians will be asked to notify us if they have an internet connection at home. Any parent who doesn't have internet access will be allowed to check out a mobile Wi-Fi Hotspot from Vanguard Academy that they can use to provide internet service at their house.

We have taken advantage of several opportunities to buy mobile hotspots from Sprint, T-Mobile, and others to make this possible. Parents who wish to take advantage of this are able to check out the mobile Wi-Fi hotspots from the administration. We purchased over 20 of these devices in the past years and will be continually adding acquiring more as needed to make sure all our families have internet at home.

In the event that a family suffers a long-term interruption to their internet service, they will be encouraged to take advantage of this opportunity. We will inquire monthly with each of the families that attend Vanguard to make sure we are keeping up on this service.

We also have all our teachers fill out Weekly Management Reporting Packets that helps them track student progress in their courses. When it is evident that students are not making progress online we will be able to observe that and can check with the parent to see if it is due to internet connection issues.

## ACCEPTABLE USE POLICY (AUP):

Please refer to our section 7.3 ELECTRONIC INFORMATION RESOURCES POLICY found [here](#) for a copy of our Acceptable Use Policy

All staff and students will be required to agree and sign an acceptable use agreement annually before they will be allowed to use any Vanguard Device.

The Parent and Student Acceptable Use Agreement Form can be found [here](#).

The Vanguard Academy Staff Technology Use Agreement form can be found [here](#).

**Policy Title:** Electronic Information Resources

**Policy Reference:** PL.156

**Attaches To: (see page 1 and 2, Object(s): Job Descriptions, Etc, Applied To)**

**Description:**

As outlined in the Utah State Code 53A-3-422, Vanguard shall adopt and enforce a school wide Electronic Information Resource Policy. This policy will apply to both students and employees. Vanguard shall provide to its students and employees the opportunity to utilize electronic information resources. In order to enhance learning, teach computer skills, and effectively utilize modern electronic information resources within the school, students and teachers shall have access to computers and the Internet. Other electronic information resources may include, but are not limited to, voice mail, email, and various network files or accounts.

In an effort to protect students and employees, the school will provide appropriate Internet filtering and monitoring for safety. It must be understood that although Vanguard will make its best efforts to filter content, no system is 100% foolproof. Additionally, both students and employees will be issued usernames and passwords. All use of electronic information within the school must be consistent with the educational objectives of the school; electronic resources within the school are not intended for private, personal, or political use. The Director and/or Technology Specialist may determine appropriateness of use of electronic information resources at his/her discretion.

No individual shall be allowed to use computers and/or the Internet without documentation indicating that the Student Computer/Internet Use Agreement has been carefully read, understood, and that the users agree to abide by the terms and conditions regarding proper behavior and use of all electronic information resources, including computers and the Internet. Student use of electronic resources may be permitted provided the school receives annual documented parental permission and agreement to terms and conditions on behalf of their student. Agreement to terms and conditions is legally binding. All user accounts are subject to Vanguard control and may be revoked for misuse. Violation of any part of this policy will result in disciplinary action according to defined school discipline policy, including the possibility of loss of privilege to use computers and other electronic information resources, suspension, expulsion, loss of employment, and appropriate legal action.

Neither students nor employees shall have any expectation of privacy in regard to utilization of electronic information resources provided by the school. This includes, but is not limited to files, disks, documents, emails, voice mails, etc. which have been created with, entered and stored in, downloaded to, or accessed by Vanguard electronic information resources. Vanguard administration or Board of Directors may monitor, log, and/or review any or all student or employee files and messages.

**Acceptable Use of Electronic Information Resources:**

All Vanguard Academy employees should:

- Abide by generally accepted rules of network etiquette. These rules include, but are not limited to being polite, kind, and using appropriate language.
- Monitor student's use of electronic devices. Students should only use computers and other electronic devices with the permission and supervision of teachers of staff and should respect and follow teacher/staff instructions.



- Immediately report accidental access of unauthorized or unacceptable Internet sites to staff/teacher/administration as appropriate.
- Ask for help when unable to properly use computers equipment or other electronic information resource.

Unacceptable Use of Electronic Information Resources: Students and employees must not intentionally:

- Harm or destroy computer equipment through abusive behavior.
- Use school technology and equipment for personal or private use, unrelated to school assignments or responsibilities.
- Allow students to reveal personal information, such as names, addresses, telephone numbers, passwords, credit card numbers, photographs, or social security numbers. Employees are advised against such. All individuals are prohibited against revealing the personal information of others or regarding the school.
- Communicate with language, graphics, or artwork that is considered to be vulgar, defamatory, threatening, or otherwise inappropriate.
- Access, receive, or transmit material that is pornographic, obscene, sexually suggestive or explicit or other material related to weapons, controlled substances or alcohol, or incendiary devices.
- Post or transmit content that that is considered "cyberbullying" as previously defined.
- Post or send content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
- Utilize any electronic devices in school locker rooms, showers or bathrooms.
- Intentionally harm or destroy school data, the network, or general network performance. This includes, but is not limited to:
  - o Participating in or promoting any illegal or inappropriate activities that change the use of the computer hardware or software.
  - o Corrupting, destroying, or manipulating system data.
  - o Hacking or other activity, such as creating, loading, or transmitting viruses or worms, malware, password grabbers, spyware, etc. or other software which may compromise the network
  - o Erase, expire, or reset memory cache, web page links, or HTTP location history.
- Use one's identity or misrepresent one's identity or the identity of another to gain unauthorized access to restricted information, systems, or programs; use the school network to illegally access other systems; or to chat, email, or otherwise communicate electronically.
- Download, upload, install, or execute unapproved software without prior approval for Technology Specialist and/or Administration as appropriate.
- Formally publish school related information on the Internet without proper approvals from administration or Board of Directors. This does not include teacher and/or staff websites that are created to communicate information on assignments and class schedules.
- Violate copyright laws.
- Copy system or curricular programs or files without proper approval.
- Participate in unapproved and non-educational gaming.
- Participate in unapproved interactive real time Internet activity, such as chat rooms.
- Use the network for product advertisement or other business purposes.
- Use the network for political purposes.
- Participate in any activity that is illegal or does not conform to the rules, regulations, and policies of Vanguard.

Neither employees nor students may bring personal electronic equipment such as palm computers or laptops into the school unless they have been approved. All personal devices are subject to the same

policies and guidelines as all school-owned devices.

Vanguard does not make any warranties for the electronic information resources that are provided by the school. Any damages that may be suffered as a result of a student or employee using these resources are not the responsibility of the school. Damages may include, but are not limited to the loss of data as a result of delay, human error or omission, or non-delivery or service interruption caused by a network system. The school cannot be held responsible for the accuracy of information obtained through any of the electronic information resources which it provides. All employees and students use the network system and the information obtained therein at their own risk.

Approved: 08/15/2015

**Purpose:**

**Scope:**

**Policy Type:** Company Position Other \_\_\_\_\_

**Job Description(s) Applied To:**

Reference	Job Description Title(s) (JD)
JD: 221	Company Wide

**Template Object(s) Applied To:**

Reference	Template (TP) Title(s)
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**Revision History:**

Revision #	Date of change	Description of change	Authorized by
1.1	N/A	Launched Object	N/A

## STUDENT/PARENT STATEMENT OF RESPONSIBILITIES

I have read, understand and will follow this Acceptable Use Policy posted on [vanguardcharter.org](http://vanguardcharter.org). If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Vanguard Academy and that Vanguard Academy has the right to access any of the information used through the mediums provided through the school at any time.

### Parent/Guardian Acceptable Use Signature

Parent collaboration and consent working together is a crucial focus of Vanguard Academy. Through our technology integration, we want to work with parents so they understand the different initiatives that are taking place at school, whether they are using technology or not. We encourage you to have your children guide you through their work so you will see their work as it develops.

As parents, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful.

As the parent or guardian of this student, I have read the Vanguard Academy Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Vanguard Academy, and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to this Acceptable Use Policy. I am aware that if my child breaches this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Vanguard Academy and that Vanguard Academy has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Vanguard Academy.

### Fairhaven Device Statement of Responsibility for Parent/Guardian and Student (If applicable)

We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned device. We understand that we are responsible for the total cost of replacing a damaged, destroyed, or lost device.

\_\_\_\_\_  
Parent or Guardian Name (please print)

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I have read and understand the FPSTechnology AUP.

I have read and understand the FPS Technology AUP

***Do you have a reliable internet connection that students can use when working on a Vanguard Device at home?***

I **DO** have internet access at home.

I **DO NOT** have internet access at home.



# Vanguard Academy Staff Technology User Agreement

Technology devices are provided to Vanguard Academy for use both on and off the school grounds in order to enhance, enrich, and facilitate teaching and learning, support administrative duties, as well as school communications. Technology devices are defined as, but not limited to, items such as computers, laptops, electronic tablets, mobile devices, and other items of a technology nature. Technology devices are to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes.

The following guidelines are provided to help manage the use of this equipment. These guidelines apply to technology devices owned by Vanguard Academy.

1. Technology devices are for the use of school personnel, and remain the legal property of Vanguard Academy
2. Asset tracking and management of technology devices shall be the responsibility of the issuing administrative authority (Director, IT Specialist, etc)
3. Before an employee is issued a technology device, the employee must sign the Vanguard Academy Technology User Agreement. this agreement should remain on file with the issuing administrative authority.
4. The *Vanguard Academy Acceptable Use Policy* applies to the use of the technology devices both on and off school grounds. A signed *Acceptable Use Agreement* must also be on file before technology devices are issued.
5. Only legally licensed software shall be installed onto Vanguard-owned technology devices.
6. All technology devices should have appropriate and current virus protection software installed where applicable.
7. It is the employee's responsibility to maintain a backup of data.
8. In the case of technical problems, a technology device's data storage may be erased and/or re-imaged to it's original format.
9. It is the employee's responsibility to restore applications and data not included in the original device configuration.
10. The IT Specialist shall serve as the first level of support for troubleshooting and maintaining technology devices.
11. Employees who take a technology device off school premises are fully responsible for any damage to or loss of the technology device. The employee is responsible for the cost of repair or the fair market replacement value (as determined by table 1) of the damaged or lost technology device regardless of the circumstances.
12. It is the employee's responsibility to keep their assigned technology devices secure and protected at all times. the following suggestions include:
  - A. use protective storage bags or carrying cases specifically designed for the respective technology devices.
  - B. Lock technology devices in cabinets or desks where possible.
  - C. Use cable safety locks, or similar security devices, when necessary.
  - D. Secure technology devices if you are temporarily leaving them unattended in any area, such as in a classroom or a conference room.
  - E. Avoid creating a trip hazard when plugging in technology devices for power.
  - F. Use car trunks or other means to keep technology devices out of plain sight; keep car doors locked at all times.
  - G. Be aware of extreme (hot or cold) temperatures in an enclosed vehicle that ca harm the electronics of the technology devices.
  - H. Keep drinks, food, lotions, and other harmful materials away from the technology devices.

## **Damage/Vandalism/Loss/Theft**

13. Damage, vandalism, loss, or theft of a technology device while being used on-site during the course of a regular work day should be reported using the same procedures as with any other district property. If necessary under this circumstance, replacement is the responsibility of the school, except in the case of established employee negligence.
14. Immediately notify the issuing administrative authority to report damage to a technology device.
15. If the damage, vandalism, loss, or theft of a technology device occurs off-site while under the direct responsibility of the employee, or in cases of established employee negligence while used on-site, the issuing administrative authority shall arrange to collect payment from the employee to cover the cost of repair or the fair market replacement value of the technology device; whichever is less. Payment from the employee may be collected through a payroll deduction process.
16. The fair market value of a technology device will be determined as follows:

Years of Vanguard Ownership	Fair Market Value as a percent of purchase price
5 years or more	10%
3 to 5 years	25%
2 to 3 years	50%
1 to 2 years	75%
Less than 1 year	100%

TABLE 1

17. Under unique and extraordinary circumstances, an employee's responsibility to cover the cost of repair or fair market replacement value may be reduced if documentation is submitted to and approved by Issuing Administrative Authority.

By signing this document, I acknowledge that I have read, understand and will follow this Agreement and the Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action including but not limited to suspension or revocation of privileges, termination of employment, and criminal prosecution. I also understand the school network and email accounts are owned by Vanguard Academy and that Vanguard Academy has the right to access any of the information used through the mediums provided through the school at any time.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Vanguard Academy  
Board Meeting Schedule  
22-23**

**Meetings are usually scheduled to begin at 6:30 pm and held at Vanguard Academy,  
2650 S. Decker Lake Lane, West Valley City.**

9-6-22

10-11-22

11-15-22

1-10-23

2-15-22

3-14-23

4-11-23

5-9-23

6-13-23

7-11-23

8-15-23