



Legacy Prep Charter School

July Board Meeting

Amended on July 16, 2020 at 5:25 PM CDT

Date and Time

Thursday July 16, 2020 at 4:00 PM CDT

Location

Virtual (Zoom)

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:00 PM
A. Record Attendance		Brian Hamilton	1 m
B. Call the Meeting to Order		Brian Hamilton	
C. Approve June Minutes	Approve Minutes	Brian Hamilton	1 m
II. Finance			4:02 PM
A. FY2020 May Financial Statements	Discuss	Ginger Lusty	5 m
B. Proposed FY2021 Budget	Discuss	Ginger Lusty	10 m
C. CEO Compensation	Vote	Brian Hamilton	5 m
III. Other Organizational Matters			
IV. Board Chair Presents Organizational Matters			
A. Organizational Chart	Vote	Brian Hamilton	
V. CEO Report			4:22 PM
A. E.P.I.C. COVID-19 Plan	FYI	Jonta Morris	25 m
			<ul style="list-style-type: none">• Provide progress update• Discuss updated reopening recommendation (Joining us, Nathan Patton, Director of Teaching and Learning and Reopening Advisory Committee T&L Chair)
B. 2020-21 School Calendar	Vote	Jonta Morris	5 m
C. Families First Coronavirus Response Act	FYI	Ginger Lusty	5 m

PTO during COVID

VI. Other Business			4:57 PM
<p>A. 2020-21 Board Meeting Schedule</p> <p>Determine board meeting schedule for the 2020-21 school year Must schedule:</p> <ol style="list-style-type: none"> 1. Board retreat 2. Board strategic planning session(s) 3. Required Board on Track trainings 	<p>Discuss</p>	<p>Jonta Morris</p>	<p>5 m</p>
<p>B. Legacy Prep Organizational Chart</p>	<p>Discuss</p>	<p>Jonta Morris</p>	<p>10 m</p>
VII. Closing Items			5:12 PM
<p>A. Adjourn Meeting</p>	<p>Vote</p>		
<p>B. Board Action Items</p> <ol style="list-style-type: none"> 1. Complete Filing of Personal Affairs with State Ethics Commission (Due 7/17) 2. Complete the attached Board Disclosure Form and return to Jonta (7/22) 	<p>FYI</p>	<p>Jonta Morris</p>	<p>2 m</p>

Cover Sheet

FY2020 May Financial Statements

Section: II. Finance
Item: A. FY2020 May Financial Statements
Purpose: Discuss
Submitted by:
Related Material: Legacy Prep_May 2020 Financial Stmt.pdf

STATE OF ALABAMA							Exhibit F-I-A
For Fiscal Year 2020, As of May 31, 2020 (INTERIM - NOT FINAL)							
803 - Legacy Prep	GOVERNMENTAL			PROPRIETARY	FIDUCIARY	ACCOUNT	
	General		Debt	Capital	Enterp/	GROUPS	
Description	Federal	Special	Service	Projects	Internal	Trust Agency	F/A L/T Dept
Assets and Other Debits:							
Assets:							
Cash	\$547,575.64	\$48,649.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Receivables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interfund Receivables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inventories	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,659.00
Construction in Progress	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Debits:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amounts Available	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amounts to be Provided	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Debits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$298,177.81
Total Assets and Other Debits:	\$547,575.64	\$48,649.47	\$0.00	\$0.00	\$0.00	\$0.00	\$349,836.81
Liabilities and Fund Equity:							
Liabilities:							
Claims Payable	\$74,480.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interfund Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Long-Term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$298,177.81
Total Liabilities:	\$74,480.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$298,177.81
Fund Equity:							
Investments in General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,659.00
Contributed Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reserved Fund Balance	\$0.00	\$48,649.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unreserved Fund balance	\$473,095.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,659.00
Total Fund Equity:	\$473,095.62	\$48,649.47	\$0.00	\$0.00	\$0.00	\$0.00	\$51,659.00
Total Liabilities and Fund Equity:	\$547,575.64	\$48,649.47	\$0.00	\$0.00	\$0.00	\$0.00	\$349,836.81

STATE OF ALABAMA							Exhibit F-III-A
For Fiscal Year 2020, As of May 31, 2020 (INTERIM - NOT FINAL)							
803 - Legacy Prep	GENERAL		VARIANCE	SPECIAL REVENUE		VARIANCE	
Description	Budget	Actual	Favorable (Unfavorable)	Budget	Actual	Favorable (Unfavorable)	
Revenues							
State Sources	\$1,476,065.00	\$987,617.00	(\$488,448.00)	\$80,175.00	\$60,131.00	(\$20,044.00)	
Federal Sources	\$0.00	\$0.00	\$0.00	\$383,596.00	\$134,901.00	(\$248,695.00)	
Local Sources	\$574,600.00	\$150,649.79	(\$423,950.21)	\$10,000.00	\$8,719.31	(\$1,280.69)	
Other Sources	\$0.00	\$294,600.00	\$294,600.00	\$0.00	\$0.00	\$0.00	
Total Revenues:	\$2,050,665.00	\$1,432,866.79	(\$617,798.21)	\$473,771.00	\$203,751.31	(\$270,019.69)	
Expenditures							
Instructional Services	\$761,947.00	\$544,209.00	\$217,738.00	\$232,522.00	\$134,901.00	\$97,621.00	
Instructional Support Services	\$654,525.00	\$477,776.36	\$176,748.64	\$80,090.00	\$0.00	\$80,090.00	
Operation & Maintenance Services	\$97,291.00	\$59,808.85	\$37,482.15	\$80,175.00	\$60,131.00	\$20,044.00	
Auxiliary Services	\$82,526.00	\$58,611.59	\$23,914.41	\$0.00	\$0.00	\$0.00	
General Administrative Services	\$388,612.00	\$231,704.00	\$156,908.00	\$50,984.00	\$0.00	\$50,984.00	
Special Revenue Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
General Service	\$14,020.00	\$17,214.90	\$0.00	\$0.00	\$0.00	\$0.00	
Other Expenditures	\$5,020.00	\$25,417.47	(\$20,397.47)	\$30,000.00	\$15,679.29	\$14,320.71	
Total Expenditures:	\$2,003,941.00	\$1,414,742.17	\$592,393.73	\$473,771.00	\$210,711.29	\$263,059.71	
Other Financing Sources (Uses)							
Other Financing Sources:	\$0.00	\$0.00	\$0.00	\$23,971.00	\$0.00	\$0.00	
Other Financing Uses:	\$0.00	\$0.00	\$0.00	\$23,971.00	\$0.00	\$0.00	
Total Other Financing Sources (Uses):	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Excess Revenues and Other Sources Over (Under) Expenditures and Other Uses:	\$46,724.00	\$18,124.62	(\$28,599.38)	\$0.00	(\$6,959.98)	(\$6,959.98)	
Beginning Fund Balance - Oct. 1:	\$0.00	\$454,971.00	\$454,971.00	\$0.00	\$48,649.47	\$48,649.47	
Ending Fund Balance:	\$46,724.00	\$473,095.62	\$426,371.62	\$0.00	\$41,689.49	\$41,689.49	

2019-2020 Cash Flow Projection Legacy Prep

Starting date	Oct-19
Cash balance alert minimum	

	Beginning	Oct-19	Nov/19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug/20	Sep-20	Total
Cash on hand (beginning of month)	542,326	542,326	415,095	373,297	455,888	355,031	341,965	289,241	622,022	612,894	568,361	625,799	729,472	

Revenue	Oct-19	Nov/19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug/20	Sep-20	Total
State Sources	0	126,564	245,974	122,987	122,987	123,095	183,226	123,095	123,095	123,095	123,095	123,095	1,540,308
Federal Sources - CSP	0	20,850	0	13,400	13,200	0	0	0	15,000	75,277	26,554	26,554	190,835
Federal Sources - Title/IDEA							30,501	30,501	30,501	30,501	30,501	0	152,505
Federal Sources - CARES Act											101,665		
Local Sources	23,585	1,293	26,784	1,484	71,442	5,504	0	0	0	210,000	215,000	0	555,092
SBA PPP							294,600	0	0	0	0	0	294,600
													0
													0
TOTAL CASH RECEIPTS	23,585	148,707	272,758	137,871	207,629	128,599	508,327	153,596	168,596	438,873	496,815	96,541	2,733,340
Total cash available	542,326	565,911	563,802	646,055	593,759	562,660	470,564	797,568	775,618	781,490	1,007,234	1,122,614	826,013

Expenditures	Oct-19	Nov/19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug/20	Sep-20	Total
Instructional Services	68,269	66,272	66,440	96,450	107,353	67,665	80,189	58,471	74,050	125,680	132,221	132,221	1,075,281
Instructional Support Services	38,827	65,515	52,650	63,885	46,716	54,188	61,408	68,704	92,756	91,915	93,181	93,181	822,926
Operation and Maintenance Svcs	16,165	13,166	25,237	29,983	10,333	10,333	10,333	10,333	10,333	13,750	13,750	13,750	177,466
Auxiliary Services	11,114	10,936	8,758	7,517	10,480	9,721	84	0	0	0	3,900	13,650	76,160
General Administrative Services	13,800	24,184	33,804	33,328	38,197	37,299	19,908	23,477	34,751	48,851	43,851	44,851	396,301
Debt Service	17	1,410	1,331	1,350	1,239	1,239	1,239	1,239	1,239	1,239	1,239	1,239	14,020
Other Expenditures	2,624	9,022	1,947	2,172	6,377	878	2,385	500	0	0	5,000	5,000	35,905
													0
SUBTOTAL	150,816	190,505	190,167	234,685	220,695	181,323	175,546	162,724	213,129	281,435	293,142	303,892	2,598,059
CASH PAID OUT	Oct-19	Nov/19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug/20	Sep-20	Total
Loan principal payment				4,043					0	100,000	100,000	98,178	302,221
Capital purchases													0
TOTAL CASH PAID OUT	150,816	190,505	190,167	238,728	220,695	181,323	175,546	162,724	213,129	381,435	393,142	402,070	2,900,280
Cash on hand (end of month)	542,326	415,095	373,297	455,888	355,031	341,965	289,241	622,022	612,894	568,361	625,799	729,472	423,943

Cover Sheet

Proposed FY2021 Budget

Section: II. Finance
Item: B. Proposed FY2021 Budget
Purpose: Discuss
Submitted by:
Related Material: 2020-2021 Legacy Prep Cash Flow Projection Scenarios.pdf
FY 2021 Allocation_LP.pdf
LP_FY2021 Budget Draft.pdf

2019-2020 Cash Flow Projection for Payroll/Rent/Meals ONLY

Does Not Include CSP or Additional Fundraising/Grants or Other Expenses

Starting date

Oct-20

 Cash balance alert minimum

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	Beginning	Oct-20	Nov/20	Dec/20	Jan/21	Feb/21	Mar/21	Apr/21	May/21	Jun/21	Jul/21	Aug/21	Sep-21	Total
Cash on hand (beginning of month)	423,943	423,943	288,098	155,503	190,504	96,605	2,706	-90,543	-147,103	-241,652	-324,501	-191,050	-282,999	

Revenue		Oct-20	Nov/20	Dec/20	Jan/21	Feb/21	Mar/21	Apr/21	May/21	Jun/21	Jul/21	Aug/21	Sep-21	Total
State Sources		93,392	93,392	119,773	119,773	119,773	119,773	158,412	119,773	119,773	119,773	119,773	119,773	1,423,153
Federal Sources - CSP		0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Sources - Title/IDEA				14,915	14,915	14,915	14,915	14,915	14,915	14,915	14,915	14,915	14,915	149,150
Federal Sources - CARES Act														0
Local Sources		0	0	125,000	0	0	0	0	0	0	215,000	0	0	340,000
SBA PPP								0	0	0	0	0	0	0
														0
														0
TOTAL CASH RECEIPTS		93,392	93,392	259,688	134,688	134,688	134,688	173,327	134,688	134,688	349,688	134,688	119,773	1,912,303
Total cash available	423,943	517,335	381,490	415,191	325,192	231,293	137,394	82,784	-12,415	-106,964	25,187	-56,362	-163,226	

Expenditures		Oct-20	Nov/20	Dec/20	Jan/21	Feb/21	Mar/21	Apr/21	May/21	Jun/21	Jul/21	Aug/21	Sep-21	Total
Instructional Services		97,072	97,072	97,072	97,072	97,072	97,072	97,072	97,072	97,072	97,072	97,072	97,072	1,164,864
Instructional Support Services		93,888	93,888	93,888	93,888	93,888	93,888	93,888	93,888	93,888	93,888	93,888	93,888	1,126,656
Operation and Maintenance Svcs		13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	165,000
Auxiliary Services		13,000	9,750	8,450	12,350	12,350	11,700	13,650	13,000	1,300	0	10,400	14,300	120,250
General Administrative Services		11,527	11,527	11,527	11,527	11,527	11,527	11,527	11,527	11,527	11,527	11,527	11,527	138,324
Debt Service		0	0	0	0	0	0	0	0	0	0	0	0	0
Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0
														0
SUBTOTAL		229,237	225,987	224,687	228,587	228,587	227,937	229,887	229,237	217,537	216,237	226,637	230,537	2,715,094
CASH PAID OUT		Oct-20	Nov/20	Dec/20	Jan/21	Feb/21	Mar/21	Apr/21	May/21	Jun/21	Jul/21	Aug/21	Sep-21	Total
Loan principal payment					0					0	0	0	0	0
Capital purchases														0
TOTAL CASH PAID OUT		229,237	225,987	224,687	228,587	228,587	227,937	229,887	229,237	217,537	216,237	226,637	230,537	2,715,094
Cash on hand (end of month)	423,943	288,098	155,503	190,504	96,605	2,706	-90,543	-147,103	-241,652	-324,501	-191,050	-282,999	-393,763	

2019-2020 Cash Flow Projection Does Not Include Additional Fundraising/Grants

Starting date

Oct-20

Cash balance alert minimum

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	Beginning	Oct-20	Nov/20	Dec/20	Jan/21	Feb/21	Mar/21	Apr/21	May/21	Jun/21	Jul/21	Aug/21	Sep-21	Total
Cash on hand (beginning of month)	423,943	423,943	264,471	108,248	119,622	2,095	-115,432	-232,308	-312,496	-430,672	-533,649	-420,325	-547,782	
Revenue		Oct-20	Nov/20	Dec/20	Jan/21	Feb/21	Mar/21	Apr/21	May/21	Jun/21	Jul/21	Aug/21	Sep-21	Total
State Sources		93,392	93,392	119,773	119,773	119,773	119,773	158,412	119,773	119,773	119,773	119,773	119,773	1,423,153
Federal Sources - CSP		11,880	11,880	11,880	11,880	11,880	11,880	11,880	11,880	11,880	11,880	0	0	118,800
Federal Sources - Title/IDEA				14,915	14,915	14,915	14,915	14,915	14,915	14,915	14,915	14,915	14,915	149,150
Federal Sources - CARES Act														
Local Sources		0	0	125,000	0	0	0	0	0	0	215,000	0	0	340,000
SBA PPP								0	0	0	0	0	0	0
														0
														0
TOTAL CASH RECEIPTS		105,272	105,272	271,568	146,568	146,568	146,568	185,207	146,568	146,568	361,568	134,688	119,773	2,031,103
Total cash available	423,943	529,215	369,743	379,816	266,190	148,663	31,137	-47,101	-165,928	-284,104	-172,081	-285,637	-428,009	
Expenditures		Oct-20	Nov/20	Dec/20	Jan/21	Feb/21	Mar/21	Apr/21	May/21	Jun/21	Jul/21	Aug/21	Sep-21	Total
Instructional Services		120,709	120,709	120,709	120,709	120,709	120,709	120,709	120,709	120,709	120,709	120,709	120,709	1,448,508
Instructional Support Services		99,092	99,092	99,092	99,092	99,092	99,092	99,092	99,092	99,092	99,092	99,092	99,092	1,189,104
Operation and Maintenance Svcs		13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	13,750	165,000
Auxiliary Services		13,000	9,750	8,450	12,350	12,350	11,700	13,650	13,000	1,300	0	10,400	14,300	120,250
General Administrative Services		14,694	14,694	14,694	14,694	14,694	14,694	14,694	14,694	14,694	14,694	14,694	14,694	176,322
Debt Service		0	0	0	0	0	0	0	0	0	0	0	0	0
Other Expenditures		3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	0	0	3,500	3,500	35,000
														0
SUBTOTAL		264,745	261,495	260,195	264,095	264,095	263,445	265,395	264,745	249,545	248,245	262,145	266,045	3,134,184
CASH PAID OUT		Oct-20	Nov/20	Dec/20	Jan/21	Feb/21	Mar/21	Apr/21	May/21	Jun/21	Jul/21	Aug/21	Sep-21	Total
Loan principal payment					0					0	0	0	0	0
Capital purchases														0
TOTAL CASH PAID OUT		264,745	261,495	260,195	264,095	264,095	263,445	265,395	264,745	249,545	248,245	262,145	266,045	3,134,184
Cash on hand (end of month)	423,943	264,471	108,248	119,622	2,095	-115,432	-232,308	-312,496	-430,672	-533,649	-420,325	-547,782	-694,053	



803 Legacy Prep	FY 2021		FY 2020		Change
System ADM	124.65		160.00		-35.35
Foundation Program Units					
Teachers	8.75		11.23		-2.48
Principals	1.00		1.00		0.00
Assistant Principals	0.00		0.00		0.00
Counselors	0.50		0.50		0.00
Librarians	0.50		0.50		0.00
Career Tech Directors	0.00		0.00		0.00
Career Tech Counselors	0.00		0.00		0.00
Total Units	10.75		13.23		-2.48
Foundation Program (State and Local Funds)					
Salaries	530,247		706,472		-176,225
Fringe Benefits	215,985		265,132		-49,147
Other Current Expense (\$19,808 /unit)	212,933	(\$19,005 /unit)	251,399		-38,466
Classroom Instructional Support					
Student Materials (\$600/unit)	6,450	(\$600/unit)	7,937		-1,487
Technology (\$350/unit)	3,763	(\$350/unit)	4,630		-867
Library Enhancement (\$157.72/unit)	1,695	(\$157.7247/unit)	2,086		-391
Professional Development (\$100/unit)	1,075	(\$100/unit)	1,323		-248
Common Purchase (\$0/unit)	0	(\$0/unit)	0		0
Textbooks (\$75/adm)	9,349	(\$75/adm)	12,000		-2,651
Total Foundation Program	981,497		1,250,979		-269,482
State Funds					
Foundation Program ETF	981,497		1,250,979		-269,482
School Nurses Program	72,872		73,849		-977
Salaries - 1% per Act 97-238	0		0		0
Technology Coordinator	61,368		61,800		-432
Transportation					
Transportation Operations	0		0		0
Fleet Renewal (\$7,739 /bus)	0	(\$8,326 /bus)	0		0
Current Units	0		0		0
Capital Purchase	38,632		80,175		-41,543
At Risk	4,969		8,120		-3,151
Career Tech O and M	0		0		0
Total State Funds	1,159,338		1,474,923		-315,585
Local Funds					
Foundation Program (10 Mills)	0	(10 Mills)	0		0
Capital Purchase (0.496671 Mills)	0	(0.636309 Mills)	0		0
Total Local Funds	0		0		0
<i>Monthly Allocation = (Foundation Program - EFT, School Nurse, High Hopes, 1% Salaries, Tech Coor, Transportation, At-Risk, and Preschool)</i>					
11 months	93,392		116,229		-22,837
12th month	93,394		116,229		-22,835

Legacy Prep FY2021 Budget Draft

	FY2021	FY2020	Variance
ADM Projected	250	160	90
ADM Funded	124.65	160	-35.35
ADM 20-Day Count		124.65	
FTEs	39	23	16
Revenues			
State Sources	\$ 1,423,153.00	\$ 1,556,240.00	\$ (133,087.00)
Federal Sources	\$ 267,951.00	\$ 383,596.00	\$ (115,645.00)
Local Sources	\$ 1,705,000.00	\$ 584,600.00	\$ 1,120,400.00
Other Sources			\$ -
Total Revenues:	\$ 3,396,104.00	\$ 2,524,436.00	\$ 871,668.00
Expenditures			
Instructional Services	\$ 1,448,510.00	\$ 994,469.00	\$ 454,041.00
Instructional Support Services	\$ 1,189,104.00	\$ 734,615.00	\$ 454,489.00
Operation & Maintenance	\$ 165,000.00	\$ 177,466.00	\$ (12,466.00)
Auxiliary Services	\$ 120,250.00	\$ 82,526.00	\$ 37,724.00
General Administrative	\$ 176,322.00	\$ 439,596.00	\$ (263,274.00)
Special Revenue Outlay	\$ -	\$ -	\$ -
General Service	\$ -	\$ 14,020.00	\$ (14,020.00)
Other Expenditures	\$ 35,000.00	\$ 35,020.00	\$ (20.00)
Total Expenditures:	\$ 3,134,186.00	\$ 2,477,712.00	\$ 656,474.00
Other Financing Sources			
Other Financing Sources:	\$ -		
Other Financing Uses:	\$ -		
Total Other Financing	\$ -		
Sources Over (Under)	\$ 261,918.00	\$ 46,724.00	\$ 215,194.00

Note: State of Alabama requires a one month operating balance each year.

Cover Sheet

2020-21 School Calendar

Section: V. CEO Report
Item: B. 2020-21 School Calendar
Purpose: Vote
Submitted by:
Related Material: 2020-2021 School Calendar_Final.doc

LEGACY PREP | 2020-2021 SCHOOL CALENDAR

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day
20-31 Staff Summer Learning Institute

Instructional Days: 0	Instructional Hours: 0
PD Days: 10	PD Hours: 72

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-4 Winter Break (No School)
4 Staff Data Day (No School for students)
18 Dr. MLK Jr. Day
22 Mid-Progress Report for Trimester 2

Instructional Days: 18	Instructional Hours: 136
PD Days: 5	PD Hours: 28

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-21 Staff Summer Learning Institute
24 First day of school for students
TBD Village Meetings

Instructional Days: 6	Instructional Hours: 45
PD Days: 16	PD Hours: 124

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 President's Day (No School)

Instructional Days: 19	Instructional Hours: 143
PD Days: 4	PD Hours: 12

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day

Instructional Days: 21	Instructional Hours: 159
PD Days: 4	PD Hours: 14

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Second Trimester Ends
12 Family Achievement Conferences w/ Trimester 2 Report Card
29-31 Spring Break (No School)

Instructional Days: 20	Instructional Hours: 151
PD Days: 4	PD Hours: 12

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 Mid-Progress Report for Trimester 1
30 Fall Break (No School)

Instructional Days: 21	Instructional Hours: 159
PD Days: 4	PD Hours: 12

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-5 Spring Break (No School)
5 Staff Data Day (No School for students)
30 Mid-Progress Report for Trimester 3

Instructional Days: 19	Instructional Hours: 143
PD Days: 5	PD Hours: 22

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Veterans Day (No School)
13 First Trimester Ends
20 Family Achievement Conferences w/Trimester 1 Report Card
23-27 Thanksgiving Break

Instructional Days: 15	Instructional Hours: 113
PD Days: 3	PD Hours: 9

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Memorial Day (No School)

Instructional Days: 20	Instructional Hours: 151
PD Days: 4	PD Hours: 12

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
29	30	31				

18-31 Winter Break (No School)
18 Staff Data Day (No School for students)

Instructional Days: 13	Instructional Hours: 98
PD Days: 3	PD Hours: 14

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10 Last Day of School for Students/Third Trimester Ends
10-11 Family Achievement Conferences w/ Trimester 3 Report Card and Transition/Goal-Setting
11 Last Day of School for Staff

Instructional Days: 8	Instructional Hours: 60
PD Days: 2	PD Hours: 11

Cover Sheet

Families First Coronavirus Response Act

Section: V. CEO Report
Item: C. Families First Coronavirus Response Act
Purpose: FYI
Submitted by:
Related Material: FFCRA FAQs for AASB.pdf



FAQs for Families First Coronavirus Response Act (FFCRA) and Related Personnel Issues for School Boards

Signed into law March 18, 2020; Effective April 1, 2020-December 31, 2020

This guidance addresses general questions related to the FFCRA but is not intended to address every discrete issue that may arise. It is imperative that school boards seek legal advice from their local counsel to address specific issues.

Are school boards subject to the FFCRA?

Yes. The FFCRA applies to local school boards. The Act also applies to the federal, state and local government, as well as private employers with less than 500 employees.

Which employees are covered by the FFCRA?

All full-time and part-time school system employees are covered by the Act and eligible for the 2 weeks of emergency paid sick leave if they meet the criteria noted in the table below. If an employee has been employed for more than 30 days, they are also entitled to the additional 10 weeks of leave under the Emergency FMLA related to childcare. Teleworking employees are not eligible for this leave unless they are ill or caring for someone impacted by COVID-19 and unable to work even from home.

When does this law become effective?

The provisions of the law become effective April 1, 2020, and expire on December 31, 2020.

Does an employee have to request this leave?

Yes. A sample request form is provided.

So what does this law do?

For our purposes, the law provides 2 types of leave for employees impacted by COVID-19: emergency paid sick leave and expanded FMLA leave. A quick breakdown can be found on the next page.



EMERGENCY PAID SICK LEAVE & EMERGENCY FMLA LEAVE QUICK REFERENCE CHART					
Related to	Reason for Leave	Employee	Leave	Maximum Pay	Notes
Self	1-Subject to federal, state or local quarantine order	Full time or part time employee	Emergency Paid Sick Leave	100% pay for 10 work days up to \$511/day	As of April 1, there is no current federal, state or local quarantine that would apply in Alabama.
	2-Advised to quarantine by health care provider	Full time or part time employee	Emergency Paid Sick Leave	100% pay for 10 work days up to \$511/day	
	3-Experiencing symptoms and seeking a diagnosis	Full time or part time employee	Emergency Paid Sick Leave	100% pay for 10 work days up to \$511/day	
Others	4-Caring for a person subject to quarantine order from govt. officials or health care provider	Full time or part time employee	Emergency Paid Sick Leave	67% pay for 10 work days up to \$200/day	As of April 1, there is no current federal, state or local quarantine that would apply in Alabama, but this reason still may apply if ordered by a health care provider.
	5-Caring for child whose school or daycare is closed	Full time or part time employee employed for at least 30 days	Emergency Paid Sick Leave	67% pay for 10 work days up to \$200/day	Total of 12 weeks; Applies only to children under the age of 18
			Emergency FMLA Leave	Additional 10 weeks up to \$200/day	
6-Experiencing similar condition as specified by HHS	Full time or part time employee	Emergency Paid Sick Leave	67% pay for 10 days up to \$200/day		

To summarize, if the leave is required based on the employee's own health, they earn 100% of their pay for 2 weeks. If the leave is based on caring for another, they earn 67% of their pay for 2 weeks. Additional leave is available for childcare up to 10 weeks at 67% of their pay.



Are we under a quarantine order in Alabama?

As of April 2, 2020, no. While we are under a state of emergency, “quarantine” has a particular legal definition under Alabama law. While Alabamians are encouraged to stay at home, no quarantine or mandated “stay-at-home” orders have been issued.

How will the childcare leave work exactly?

The leave for childcare is a bit tricky because two types of leave are available. Here is how that may work:

- Weeks 1-2 – Emergency Paid Sick Leave at 67% regular salary up to \$200/day
- Weeks 3-12 – Emergency FMLA Leave at 67% regular salary up to \$200/day

Additionally, employees using leave for childcare may choose to use certain accrued leave. See the next question for more information on using accrued leave.

Do employees have to exhaust their accrued leave before using this emergency leave?

According to a [Temporary Rule](#) issued by the Department of Labor (see page 25), employees may choose, or employers may require exhaustion of regular accrued leave (e.g. personal, vacation, sick leave), but be mindful of 3 points:

- Because this emergency leave is subject to salary caps and limits, employees may choose to use accrued leave so they can receive full pay, if applicable;
- If an employee chooses to use their accrued leave for childcare, they must also use the emergency leave at the same time (an example is provided below); and
- In Alabama, the emergency leave (childcare only) cannot be supplemented by accrued sick leave. Under Alabama law, sick leave can only be used for specified purposes. Caring for a healthy child is not a permissible reason for taking sick leave in Alabama.

Here is an example of how accrued leave and emergency leave may work together:

Teacher must stay home to care for son whose elementary school has closed due to COVID-19. Teacher has requested 8 weeks of leave through the end of the school year. Teacher can use 2 weeks of emergency paid sick leave at 67% and 6 additional weeks of emergency FMLA leave at 67%. Teacher has already earned 5 personal days of leave this year which she can use to earn 100% of her pay for the first week rather than 67%. Teacher can take the following leave:

- Week 1 – 5 personal days (100% of salary) at **same time** as emergency paid sick leave;
- Week 2 – Emergency paid sick leave (67% of salary); and
- Weeks 3-8 – Emergency FMLA leave (67% of salary).



Our part-time employees work varying hours. How do we calculate the hours?

If your part-time employees work varying hours, you can base the calculation on the average number of hours they typically work in a two-week period as averaged over the last 6 months.

Do I have to provide the full leave under this Act or can it be partial?

The emergency leave only lasts as long as the qualifying reason lasts so the 2-week/10-week increments are maximums. They are not minimums.

Can this leave be taken intermittently?

Only the childcare-based leave can be taken intermittently. All other types of leave provided by this Act must be taken all at once.

Can we ask for a doctor's excuse?

Generally, yes, but be mindful of the difficulty employees may have getting a doctor's excuse when health care providers are actively discouraging patients from coming to the doctor's office. Employers should consider permitting employees' certification that their request is for a reason permitted by law rather than mandating a doctor's excuse.

Will employers be reimbursed for the costs of this leave?

While most employers will receive tax credits to offset the cost of this leave, government employers like school systems will not. Government employers will be forced to bear the cost of this leave.

Can we discipline an employee who takes this leave?

No. As always, it is illegal to retaliate against an employee who exercises rights provided by law.

Is there a poster?

Yes. The Department of Labor has prepared a poster that must be placed where employees can see it. The best place is where your other employment posters are displayed, like your FLSA poster and your OSHA poster. If employees are not in the building, the system can send the poster to employees via email or post it conspicuously on the system's website or employee intranet.

We've ordered all employees to report to work each day from 10:00 AM-2:00 PM. Is this allowed?

Yes, but before issuing a blanket order that all or most employees report to work, consider whether that is necessary and whether the work can be accomplished by other means. State Superintendent Eric Mackey has provided clear guidance that systems need to "limit the number and time that teachers and staff spend together." In short, if an employee can telework or is



otherwise not needed in the building, administrators should not require them to be physically present in the building. Limiting access to our buildings reduces unnecessary exposure.

When it is necessary for employees to be in the building, the administration should:

- Ensure buildings are thoroughly cleaned **before** employees are allowed in;
- Limit employee time in the building;
- Allow for rotating schedules;
- Avoid close contact situations like faculty meetings;
- Respect social distancing guidelines;
- Frequently clean and sanitize common areas, computers, copiers, etc.; and
- Ensure strict compliance with all Department of Public Health and CDC guidelines.

It will also be helpful to give employees a clear idea of why they need to report to school and what the long term plans are. A good example was found in Mobile, simplified here to illustrate:

X Elementary School				
Grades	Time	April 6 Duties	April 7 Duties	April 8 Duties
Pre-K - 1	8 AM-10 AM	Collect student belongings and prep for distribution	Distribute student belongings to parents	Clean and close out classroom for the year
2-3	10 AM-noon			
4-5	Noon-2 PM			

After April 8, 2020, teachers will not be required to report to school. Any teacher who is unable to report during this week because they are exhibiting symptoms of COVID-19, have been tested for COVID-19 or have received a positive test should advise the building principal immediately.

This type of clear, thoughtful and intentional information will hopefully create buy-in among your staff and reduce employee uncertainty.

Some employees in our system are required to report to work and others are not, but all are being paid. Some are complaining that this is not fair. How do we handle this?

It’s true that this may not be fair but the nature of the work dictates whether certain employees need to report. This is true for industries across the country as we watch healthcare workers, first responders and grocery store workers report to work in droves while other employees can telework and still others have lost jobs by the hundreds of thousands. In a recent memo to state agency heads, Governor Ivey wrote:



“The determination as to which employees are considered essential and non-essential should be exercised judiciously and not necessarily in blanket fashion. No employee is entitled to emergency leave [not a reference to FFCRA leave] merely because another co-worker, with different circumstances, is granted leave.”

Schools are no different. For example, schools with feeding programs will need CNP workers and custodians but may not need the school secretary. A teacher with sufficient technology at home may not need to report to school while her colleague needs to come in for a few hours to use her computer or the copier. As always, make sure that these assignments are not made in a discriminatory manner and that any staffing decisions are made for legitimate, nondiscriminatory reasons.

Some have said they are too afraid to report to work due to fears of contracting COVID-19. Can they refuse? What if they have underlying health conditions or other concerns?

Generally, if the administration has directed certain employees to report to work, they must comply or assume the same risk that they would normally have working in a school. If they are eligible, they can also apply for leave under the FFCRA or unpaid leave under the traditional FMLA. With that said, we encourage administrators to be sensitive when making these decisions due to the anxiety and disruption to daily lives caused by this virus. The [CDC](#) and the [Department of Public Health](#) have provided information regarding individuals who may be at an increased risk for infection so please be mindful and schedule accordingly. Our employees are faced with concerns for their health and the health of their families. They are also faced with childcare issues now that schools and many daycares have closed. Now is the time to be as gracious as possible as we all work through this difficult time.

What about the regular FMLA? Is that still available?

The regular provisions of the FMLA remain intact, including the 1,250 hours of employment requirement and the unpaid leave provisions.

Where can I find more information?

The best source of information on this Act is the Department of Labor’s [guidance](#) provided on its website. The DOL is updating its guidance regularly. Also, you can find up to date information on Alabama schools on the [AASB](#) and [State Department of Education](#) COVID-19 landing pages.

***We hope this guidance is helpful,
but please contact your local counsel for legal advice.***

EMPLOYEE LEAVE REQUEST

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

Employee Name

Job Title

Work Location

First Date of Leave

Duration of Requested Leave (in work days)

Use accrued leave?

yes
no

sick
pers

No. of Days

Max. Avail.

Reasons for Leave (check one)

- 1 - Employee is subject to federal, state or local COVID-19 quarantine/isolation order (*not currently available in Alabama)
- 2 - Employee has been advised to self-quarantine by health care provider due to COVID-19 (certification from health care provider may be required)
- 3 - Employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis (certification from health care provider may be required)
- 4 - Employee is caring for a person subject to federal, state, local or health care official's COVID-19 quarantine/isolation order
- 5 - Employee is caring for a son or daughter under whose school has been closed due to COVID-19 or whose childcare is unavailable during COVID-19
- 6 - Employee is experiencing a substantially similar condition as designated by Department of Health and Human Services

I certify that the above information is correct and my request is based on the reason indicated.

Employee's Signature

Date Signed

OFFICE USE ONLY

Action Date

Action taken by

Type of Leave (check all that apply)

Emergency Paid Sick Leave
FMLA

Action (check one)

Leave Approved
Leave Denied

Notes

Cover Sheet

2020-21 Board Meeting Schedule

Section: VI. Other Business
Item: A. 2020-21 Board Meeting Schedule
Purpose: Discuss
Submitted by:
Related Material: 2020-21 Org Chart w: commentary.pdf



2020-21 Organization Chart

Board of Directors

CEO

Director of Teaching & Learning

CFO

Development Director

Director of Innovation & Culture

Literacy Specialist/Data Analyst

Director of Scholar Success/
Personalized Learning Facilitator

Kindergarten Dean of Teaching & Learning

1st Grade Dean of Teaching & Learning

2nd & 3rd Grade Dean of Teaching & Learning

Director of School Operations

Dean of Culture

Exploratory Arts

Social Worker/Habits of Success Coach

Quest Guide

Nurse

Kindergarten Guides

Kindergarten Legacy Teaching Fellows

1st Grade Guides

1st Grade Legacy Teaching Fellows

2nd Grade Lead Math Guide

2nd Grade Lead Literacy Guide

3rd Grade Lead Math Guide

3rd Grade Lead Literacy Guide

Learning Specialists

Executive & Instructional
Operations Coordinator

Family & Community Engagement
Specialist/Director of Strategic Partnerships

School Operations Coordinator

Technology Specialist

Cover Sheet

Board Action Items

Section: VII. Closing Items
Item: B. Board Action Items
Purpose: FYI
Submitted by:
Related Material: Board Disclosure Form.docx



**Legacy Schools dba Legacy Prep Public Charter School
Governing Board Member Disclosure Form**

Background

1. Provide your full legal name:

2. Provide the following assurances:

- a. I affirm that I am at least 18 years of age by the date of appointment to the Public Charter School Governing Board.
- b. I affirm that I am a person of good moral character.
- c. I affirm that I have obtained a high school diploma or its equivalent.
- d. I affirm that I am not on the National Sex Offender Registry or the state sex offender registry.
- e. I affirm that I have not been convicted of a felony.

Yes, I affirm that all of the above assurances are true.

3. Disclose whether you have ever been investigated by the Securities Exchange Commission, Internal Revenue Service, the U.S. Attorney, the Attorney General of Alabama or of any state, a District Attorney, the Ethics Commission, or any other law enforcement or regulatory body concerning the discharge of your duties as a governing board member of a for-profit or non-for profit entity or as an executive of such entity. If the answer to this question is yes, please explain.

Does not apply to me.

Yes.

Explain:

4. Disclose whether you have entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance, or other, similar agreement with the above prosecutorial or regulatory entities.

Does not apply to me.

Yes

Explain:

5. Disclose any other background information for the Commission's consideration that you deem relevant.



**Legacy Schools dba Legacy Prep Public Charter School
Governing Board Member Disclosure Form**

Conflicts

1. Indicate whether you, your spouse, or anyone in your immediate family* meets either of the following conditions:

- Is doing or plans to do business with the School (whether as an individual or as a director, officer, employee or agent of any entity).
- Any entity in which one of the above-identified individuals has an interest is doing business or plans to do business with the School.

If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the School.

- I/we do not know of any such persons.
- Yes. If Yes, please provide additional information.

2. Indicate if you, your spouse, or other immediate family* members anticipate conducting, or are conducting, any business with the School or a contractor who is conducting business with the School. If so, please indicate the precise nature of the business that is being or will be conducted.

- I/we do not anticipate conducting any such business.
- Yes. If Yes, please provide additional information.

3. Indicate any potential ethical or legal conflicts of interest that would (or are likely to) exist for you as a member of the School Governing Board or another School or non-profit board. [Note that being a parent of a School student, serving on another Contract School's Governing Board, or being employed by the School are conflicts for certain issues that should be disclosed.]

- None
- Yes. If Yes, please provide additional information.

Disclosures for Schools Contracting with an Educational Service Provider

1. Indicate whether you, your spouse, or any immediate family¹ member knows (i.e., beyond a casual or professional acquaintance) any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, describe any such relationship.

¹ FAMILY MEMBER OF THE PUBLIC OFFICIAL. The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official



**Legacy Schools dba Legacy Prep Public Charter School
Governing Board Member Disclosure Form**

- I/we do not know of any such persons.
- Yes. If Yes, please provide additional information.

Conflicts for Schools Contracting with an Educational Service Provider

1. Indicate whether you, your spouse, or other immediate family* members have, anticipate in the future, or have been offered a direct or indirect ownership, employment, contractual or management interest in the provider. For any interested indicated, please provide a detailed description.

- I/we have no such interest.
- Yes. If Yes, please provide additional information.

2. Indicate if you, your spouse, or other immediate family* member anticipate conducting, or are conducting, any business with the provider. If so, indicate the precise nature of the business that is being or will be conducted.

- I/we do not anticipate conducting any such business.
- Yes. If Yes, please provide additional information.

Affirmation Statement

I affirm that I have read the Contract school’s bylaws and conflict of interest policies.

I, _____ (print full name), certify to the best of my knowledge and ability that the information I am providing to the Alabama Public Charter School Commission in regard to my application to serve as a member of the Governing Board of Directors of Legacy School dba Legacy Prep is true and correct in every respect.²

Board Member Signature **Date**

² Note: This a public document. It will be available on Board on Track for inspection by other Governing Board members, the staff, or the community. Your duty to report and update this information is continuous throughout the Term of Contract.