

# Early Light Academy Board Meeting Minutes Wednesday, August 30, 2023

Location: 11709 S. Vadiana Drive, South Jordan, Utah 84009



**In Attendance:** Jenn Lund, Andrea Johnson, Candice Mitchell, Brett Crockett, Brian Christensen

**Others in Attendance:** Stephanie Schmidt, Erin Winterton, Dawn Kawaguchi

**SCHOOL MISSION:** THE MISSION OF THE EARLY LIGHT ACADEMY IS TO DELIVER A HIGH-QUALITY EDUCATION WITH A DEEP, RICH AND ENGAGING CURRICULUM UTILIZING EFFECTIVE INSTRUCTIONAL TECHNIQUES AND EMPHASIZING HISTORY, TAKING OUR STUDENTS FROM THE STONE AGE TO THE SPACE AGE, THE INFORMATION AGE AND BEYOND.

**SCHOOL VISION:** EARLY LIGHT ACADEMY WILL EMPOWER STUDENTS TO BECOME LIFELONG LEARNERS AND INSPIRING LEADERS WHO KNOW THEIR ACTIONS TODAY IMPACT OUR TOMORROW.

WE ARE WHAT HISTORY BOOKS ARE MADE OF!

## MINUTES

### 8:37 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund called the meeting to order at 8:37 a.m.
- Board Mission – Brett
- School Mission – Candice
- School Vision – Brian

There was no PUBLIC COMMENT.

### REPORTS

- **Administration**
  - ✓ *Director Report* – Stephanie Schmidt informed the board that they have adopted a new framework for behavior and academic expectations including a new logo (Big Thanks to Candice). Director Schmidt went through the recent events with the staff including the Summer Adventures of ELA “Edugators”, the RISE framework, Back to School Trainings, Staff Welcome Back events (balloon launching in the gym on expectations), and we have received our Accreditation certificate. We are legit!!! Director Schmidt reported on recent items including a student’s passing, updated Long Term Leave of Absence Administrative Procedures, updated carpool map (Thank you, Brett), and current enrollment numbers. We are at 1,010. YAY! Director Schmidt also reviewed the updated annual goals taken from the strategic plan. They are the key performance indicators that they are working on this year.
- **Board of Directors**
  - ✓ *Financial Update* – Brett Crockett asked Erin Winterton to report on the financials. Erin stated that this is a very consolidated statement of activities since we are only one month into the year. The FY23 audit is underway so there will be changes to

the July financials due to some June purchases coming through in July. The interest rate for the PTIF account is about 5.1%. The expenses are about what we would expect to see this time of year. The total operating account at the end of July was a little over \$3 million. Erin has discussed with Brett to keep 30 days cash on hand in the operating account and moving the balance to the PTIF account. There was a discussion on the difference between the operating, petty cash and PTIF accounts and how much amount to keep in the petty cash. The board has decided to move \$200k from the operating account to the PTIF account and keep \$5k in the petty cash account.

## CONSENT ITEMS

- August 8, 2023 Electronic Board Meeting Minutes – There was no further discussion. **Jenn Lund made a motion to approve the consent items. Candice Mitchell seconded the motion. The roll call votes were as follows:**
  - Jenn Lund – Aye**
  - Andrea Johnson – Aye**
  - Brett Crockett – Aye**
  - Candice Mitchell – Aye**
  - Brian Christensen – Aye****Motion passed unanimously.**

## VOTING ITEMS

- Appoint Open Board Officer Position(s) – Jenn Lund stated that she spoke with Andrea and she would like to be the Vice Chair. Dawn stated that now there is an open Secretary that needs to be filled. Brian Christensen volunteered to fill this position.
- Amended Special Education Policies & Procedures Manual – Stephanie Schmidt stated that there were some new state rules that needed to be updated at the state level. It didn't change any process. This makes up compliant with the state rules.
- Weapons on School Property Policy – Stephanie Schmidt reviewed the Weapons on School Property Policy including the limited circumstances that you can bring a weapon on school property and what those circumstances are. They clarified that this is only for adults and that the weapon must be on their person at all times.
- Amended Bullying & Hazing Policy – Stephanie Schmidt reviewed the amended Bullying and Hazing Policy which states that the school must notify a student's parent or guardian if the student threatens to commit suicide or is involved in an incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation. She also stated that there is another parent/guardian notification required to be sent out informing them about these policies and materials and that there will be more information on Parent Teacher Night. The suicide prevention material comes from USBE.
- Amended Fee Waiver Policy – Stephanie Schmidt reviewed the amended Fee Waiver Policy including the minor changes to definitions, removal of the provision allowing fees to be charged for supplemental kindergarten, changes to how the policy, fee schedule and fee waiver documents will be distributed by the school, added SNAP funding to the list of fee waiver eligibility criteria and changes to what the fee/fee waiver documentation and. Information the school must gathered on an annual basis.

- Amended Wellness Policy – Stephanie Schmidt reviewed the amended Wellness Policy which is required to be reviewed and amended or re-approved every three years. Changes on the policy were just housekeeping and updating the policy to what we are actually doing and updating the word Director to Executive Director. There was a discussion on how things are going now that the lunches are not free and are all kids eating.
- Update Check Signers on Zions Operating and Petty Cash Accounts – Stephanie Schmidt stated that we are updating the check signers on the Zions operating and petty cash accounts. We want to approve positions so if there is a change, we can just get signatures of the new people in those positions. The recommendation for the operating account is the board chair, financial coordinator, executive director, Jed Stevenson and Sheldon Killpack. Jenn and Brett’s signatures will be put on the checks that are generated from IntAcct which is the accounting program that AW uses. For the petty cash account, the recommendation is the Board Chair, Executive Director and Jed. Steph would be signing the petty cash checks unless she is unavailable then Jenn could sign the checks. There was a discussion on reviewing and possibly amending the Purchasing and Disbursement Policy.

**Jenn Lund made a motion to approve the following items:**

- ✓ **Appoint Andrea Johnson as the Vice Chair and Brian Christensen as the Secretary;**
- ✓ **Approve the Amended Special Education Policies & Procedures Manual;**
- ✓ **Approve the Weapons on School Property Policy;**
- ✓ **Approve the Amended Bullying & Hazing Policy;**
- ✓ **Approve the Amended Fee Waiver Policy;**
- ✓ **Approve the Amended Wellness Policy; and**
- ✓ **Approve the Board Chair, Board Financial Coordinator, Executive Director, Jed Stevenson and Sheldon Killpack as check signers for the Zions operating account and the Board Chair, Executive Director, and Jed Stevenson as check signers for the Zions petty cash account.**

**Candice Mitchell seconded the motion. The roll call votes were as follows:**

**Jenn Lund – Aye  
 Andrea Johnson – Aye  
 Brett Crockett – Aye  
 Candice Mitchell – Aye  
 Brian Christensen – Aye**

**Motion passed unanimously.**

## **DISCUSSION ITEMS**

- Calendaring
  - ✓ Schedule Gratitude Dinner for Eric – September 11<sup>th</sup> @ 7 p.m. There was a discussion on a thoughtful gift for Eric.
  - ✓ Next PreBoard Meeting – September 6<sup>th</sup>
  - ✓ Next Board Meeting – September 20<sup>th</sup>
  - ✓ NCSC24 Boston MA – June 30 – July 3 – More info to come in December/January timeframe.

**9:45 AM – Jenn Lund made a motion to enter a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(I)(a) in the conference room. Brian Christensen seconded the motion. The roll call votes were as follows:**

**Jenn Lund – Aye  
Andrea Johnson – Aye  
Candice Mitchell – Aye  
Brett Crockett – Aye  
Brian Christensen – Aye**

**Motion passed unanimously.**

**10:13 AM – Jenn Lund made a motion to exit the CLOSED SESSION and ADJOURN. Brian Christensen seconded the motion. The roll call votes were as follows:**

**Jenn Lund – Aye  
Andrea Johnson – Aye  
Candice Mitchell – Aye  
Brett Crockett – Aye  
Brian Christensen – Aye**

**Motion passed unanimously.**

**Early Light Academy  
Board of Directors  
Closed Session Statement  
Wednesday, August 30, 2023**

**Location:** 11709 S. Vadiana Drive, South Jordan, Utah 84009



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**CLOSED SESSION SWORN STATEMENT:**

*At a duly noticed public meeting held on the date listed above, the board of directors for **EARLY LIGHT ACADEMY** entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual **and/or** to discuss purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(1)(a) and (d) respectively).*

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

Signed on the 30 day of, August 2023, at South Jordan, Utah.

  
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**Jenn Lund**  
Board Chair