

# Leadership Learning Academy

## Board Meeting Minutes

### Monday, October 16, 2023



**Location:** Lagoon, 375 North Lagoon Dr, Farmington, UT 84025

**In Attendance:** Terry Capener, Jimmy Sunlight, Deb Hansen, Chuma Uzoh, David Gray

**Others in Attendance:** Jared Buckley, Brandon Fairbanks, Dawn Kawaguchi, Janey Stoddard, Kirk Blake, Dawn Benke [via Zoom]

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

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

## Minutes

### 2023-2024 Strategic School Plan

Schoolwide Unity & Collaboration “We Are CREW!”

Teacher & Staff Development

Fiscal Responsibility

Continue Growth & Maintain Literacy Proficiency

### 5:45 PM – CALL TO ORDER

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

**There was no PUBLIC COMMENT.**

### REPORTS

#### ➤ Administration

- State of the School – Jared Buckley reviewed the state of the school broken down in the school’s values.
  - ✓ Community – We recently had our annual Fall Festival for both campuses. We invited some of the small businesses in each community to help offer support during this tough economy to set up booths. In Ogden, we had SwiftFix Bike Mobile Shop repair 27 bikes so that the kids can ride their bikes to the botanical gardens.

- ✓ Respect – Flight Crew meetings are being held daily but we focus on respect every Thursday. Content covered has included: how to be a respectful active listener in school and with peers, how to be respectful when serving others by offering to helping small or big ways, how to respect our classroom materials and supplies by being organized, which helps create a positive learning environment for our classroom community, and how to be a respectful friend. Each of these lessons on respect are delivered through a meaningful activity in our Circle Up time.
- ✓ Integrity – We are teaching integrity lessons in our flight crew on Wednesdays.
- ✓ Resilience – We are implementing many new changes for this year for our teachers and students. Moving to one classroom for all subjects has been a positive change. However, change is hard and that's where resilience comes into play with our teachers and students.
- ✓ CREW – Crew has gotten off to a great start. Every morning we have Flight Crews for a 20-minute community building which many students are saying this is the best part of their day. Melissa writes five-day crew lessons for all teachers to implement into their Flight Crews each week.
- ✓ 6<sup>th</sup> Grade Crews – All 6<sup>th</sup> graders will have CREW responsibilities. In the past, there were only 7-8 students that were a part of the student service council. Students who would never get involved in student service council are really stepping up. Jared will be meeting with parent next week to go over the 3 adventures/trips that the students will be able to participate in. Jared discussed the budget, leadership opportunities, semantics, focus of the trip,
- ✓ Teacher and Staff Development – We continue to work on Teacher development.
- ✓ Fiscal Responsibility – Our enrollment is currently at 897. We are moving our lottery for next year sooner to compete against other schools.
- ✓ Continued Growth and Maintain Literacy Proficiency – We have our BOY math and reading testing. All staff have been informed of our academic goals for the school and are excited to meet the challenge.
- ✓ October 1 – Our October 1 count was 500 at Layton and 398 at Ogden. Discussion on early learning center to help grow the Ogden campus. There was a discussion on more room for all day kindergarten. A committee was formed for a possible facilities expansion with Jimmy and Chuma to work with Kirk and Jared.
- ✓ Discussion on the model change and moving from 3 teachers to 1 teacher. Survey will be sent out to all stakeholders (parents, staff, & students) next week. Exhibit A is still on hold, but we still want to do it when it's available.
- ✓ Principal Message from Melissa for the board to read.

➤ **Board of Directors**

- Review Financials – Jimmy Sunlight reviewed the statement of activities and we are through 25% of the year as of September 30<sup>th</sup>. Areas highlighted were revenue from federal sources which is low due to only the CNP being reimbursed so far; instruction salaries and employee benefits are low due to agreements starting in

August; purchased Prof & tech services is high due to the carpet that was replaced during the summer; purchased property services is high due to the insurance being a bit higher than budgeted; the supplies and materials are high due to the curriculum and software purchased over the summer; and the debt services are low because the debt payments are only made in December and June. Jimmy also reviewed the statement of financial position as of September 30<sup>th</sup>. Dawn B. explained the long-term liability is for the life of the cell tower lease. As payments come in, they will be recorded as revenue and the LT liability will decrease.

- Review Board Calendar – Terry Capener reviewed the board calendar and there were no changes made.

➤ **Academica West**

- Review Building Maintenance – Kirk Blake stated that the PTIF facilities account was very forward thinking to start saving for building maintenance when the school was new. Now, we are coming upon the ten-year mark and there are funds available to make these updates. Kirk reviewed the facilities schedule and costs. This year, we will be looking at the Layton campus and consider several replacements. Kirk also went over portables, the timeline, whether you want to lease or buy or just do a building expansion.

**6:40 PM – Jimmy Sunlight made a motion to take a BREAK. Chuma Uzoh seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

**7:16 PM – Deb Hansen made a motion to RECONVENE. Jimmy Sunlight seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

**ANNUAL BOARD TRAINING**

- Review Board Constitution & Evaluation/ Board Member Agreement\* – Terry Capener stated that the board should know what these items are and asked if there are any questions. Dawn K. passed out the Board Member Agreement out to the board to sign. Terry asked the board to read and sign if they were able to fulfill their duties then return back to Dawn K.
- Review Board Communication Guidelines – There was no further discussion. See above for discussion.

- Annual Open & Public Meetings Act Training\* – Brandon Fairbanks stated that the training is in the packet so if you read through it, you have already completed the training. However, he wanted to highlight a couple of things. Since Dawn K. is the one that actually keeps you in compliance, he asked her some questions. Within the last 24 hours, what have you had to do to comply with the OPMA? Posting the agenda on the PNW and at the location of this meeting (Lagoon) and just to keep consistency, she always posts the agenda at both campuses even if the board meeting is at one or the other. She also explained what she must do within the next 3 days which is to post the approved minutes, and the audio recording on the PNW. Within the next 30 days, she will post the draft minutes, and the meeting materials on the PNW. Brandon stated that even though the business is conducted in the public, it doesn't mean that the public can engage in the meeting and that a member of the public can be removed if they disrupt the meeting. There was a discussion on why you must identify an agenda item with reasonable specificity to let the public know what you are discussing. The last part of the training was that if you are caught violating the OPMA it is a class B misdemeanor. Dawn K. passed around an affirmation of training for the board members to sign for the records.
- Annual Policies, Plans & Procedures Training – Brandon Fairbanks reviewed the following:
  - FY23 Out of School Suspension & Expulsion Data – There isn't anything that stands out.
  - Arrest Reporting Policy – This is a friendly reminder that if you are arrested or convicted you must report it to Jared/Terry within 7 days.

## CONSENT ITEMS

- August 22, 2023 Board Meeting Minutes – There was no further discussion. **Jimmy Sunlight made a motion to approve the consent items. Deb Hansen seconded the motion. The votes were as follows:**
  - Terry Capener – Aye**
  - Chuma Uzoh – Aye**
  - Jimmy Sunlight – Aye**
  - David Gray – Aye**
  - Deb Hansen – Aye****Motion passed unanimously.**

## VOTING ITEMS

- Layton Campus Snow Removal Rate Sheet – Jared Buckley stated that their landscape is done by Above All at the Layton campus but their snow removal rates were high. We have used Extreme Green in the past, so we want to continue using them for snow removal. They do include fuel charges. **Deb Hansen made a motion to approve Extreme Green's snow removal rates of \$300 per push at the Layton campus and approve the accompanied fuel surcharge rate sheet. Chuma Uzoh seconded the motion. The votes were as follows:**
  - Terry Capener – Aye**
  - Chuma Uzoh – Aye**
  - Jimmy Sunlight – Aye**
  - David Gray – Aye**

**Deb Hansen – Aye**

**Motion passed unanimously.**

- LEA-Specific Educator License(s)\* – Jared Buckley stated that we have a list of teachers that require an LEA-Specific Educator License. Some are renewals and some are new. **Chuma Uzoh made a motion to approve the request for an LEA-specific educator license for Ayesa Farani, Ashley Chavez, Ashlee Combe (Post), Baleigh Parker, Bailee Fluckiger, Nikisha Johnsen, Toni Nelson, Rebecca Reimann, all for an elementary license for a period of three years. David Gray seconded the motion. The votes were as follows:**

**Terry Capener – Aye**

**Chuma Uzoh – Aye**

**Jimmy Sunlight – Aye**

**David Gray – Aye**

**Deb Hansen – Aye**

**Motion passed unanimously.**

- Amend School Lunch Price for Adult Meals – Jared Buckley stated that all student meals in Ogden are free. We have a big audit coming up and we want to make sure that we are receiving the right reimbursement amount for the adult meals that match our price. We have to charge more than what the reimbursement for the cost of the student price. The students can't subsidize the adults. **David Gray made a motion to approve the adult meal prices to \$2.50 for breakfast and to \$4.50 for lunch. Jimmy Sunlight seconded the motion. The votes were as follows:**

**Terry Capener – Aye**

**Chuma Uzoh – Aye**

**Jimmy Sunlight – Aye**

**David Gray – Aye**

**Deb Hansen – Aye**

**Motion passed unanimously.**

- Amended Attendance Policy (Admin Procedures) – Brandon Fairbanks reviewed the amended Attendance Policy. The policy doesn't require an annual review only regularly review. All the specific requirements are included in the administrative procedures which are not required to be board approved.
- Amended Student Conduct & Discipline Policy – Brandon Fairbanks reviewed the amended Student Conduct and Discipline Policy. Most of the changes include definitions, element of the student conduct and discipline plan, and multiple disciplinary team and reintegration plan. Other minor revisions have also been made to the policy to make it more consistent with law and rule. **Jimmy Sunlight made a motion to approve the amended Attendance Policy and the amended Student Conduct and Discipline Policy. Deb Hansen seconded the motion. The votes were as follows:**

**Terry Capener – Aye**

**Chuma Uzoh – Aye**

**Jimmy Sunlight – Aye**

**David Gray – Aye**

**Deb Hansen – Aye**

**Motion passed unanimously.**

## OTHER BUSINESS ITEMS

### ➤ Calendaring Items – Terry Capener

- Reschedule Holiday Social – November 6<sup>th</sup> changed to December 13<sup>th</sup> after the board meeting. Want to go to Union Grill again.
- **Next Pre-Board Meeting – November 20<sup>th</sup>**
- Next Board Meeting – December 4<sup>th</sup> @ Ogden Campus was rescheduled to December 13<sup>th</sup> at the Ogden Campus.
- NCSC2 Boston, MA – June 30 – July 3

**7:47 PM – Chuma Uzoh made a motion to enter a CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health pursuant to Utah Code 52-4-205(1)(a) at Lagoon. David Gray seconded the motion. The votes were as follows:**

**Terry Capener – Aye**

**Chuma Uzoh – Aye**

**David Gray – Aye**

**Deb Hansen – Aye**

**Jimmy Sunlight – Aye**

**Motion passed unanimously.**

**7:52 PM – Chuma Uzoh made a motion to exit the closed session and ADJOURN. David Gray seconded the motion. The votes were as follows:**

**Terry Capener – Aye**

**Chuma Uzoh – Aye**

**Jimmy Sunlight – Aye**

**David Gray – Aye**

**Deb Hansen – Aye**

**Motion passed unanimously.**

**Leadership Learning Academy  
Board of Directors  
Closed Session Statement  
Monday, October 16, 2023**

**Location:** Lagoon, 375 North Lagoon Dr, Farmington, UT 84025



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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 LEADERSHIP LEARNING ACADEMY entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).*

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

Signed on the 16<sup>th</sup> day of October, 2023

  
**Terry Capener**  
Board Chair