



EARLY LIGHT
ACADEMY

Board Meeting Materials

BOARD MISSION:

AS THE BOARD OF EARLY LIGHT ACADEMY, IT IS OUR MISSION TO OVERSEE THE SCHOOL'S STRATEGIC DIRECTION AND VISION. IT IS OUR ROLE TO GOVERN AS OPPOSED TO MANAGE. ACTING WITH A UNIFIED VOICE, WE STRIVE TO SUPPORT AND ENSURE A LASTING AND SUSTAINABLE FUTURE FOR ELA. WE SEEK TO INSPIRE AND PROMOTE AN ATMOSPHERE OF INTEGRITY, TRANSPARENCY AND ACCOUNTABILITY. WE SERVE TO EMPOWER THE SCHOOL'S ADMINISTRATIVE LEADERSHIP TO EXECUTE ITS MISSION OF ACADEMIC EXCELLENCE, GROWTH AND ACHIEVEMENT.

January 17, 2024

Early Light Academy Board Meeting Agenda Wednesday, January 17, 2024

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



EARLY LIGHT
ACADEMY

NOTE: It is possible that the ELA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

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!

AGENDA

10:15 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund
- Board Mission
- School Mission
- School Vision

PUBLIC COMMENT (Comments will be limited to three minutes)

- [2024-2025 School Fee Schedule](#)
- [Fee Waiver Policy](#)

REPORTS

- Eide Bailly
 - ✓ [Review FY23 Financial Statement](#) – Ken Jeppesen
- Administration
 - ✓ [Director Report](#) – Stephanie Schmidt
- Board of Directors
 - ✓ [Financial Update](#) – Brett Crockett

BOARD TRAINING

- [Review Exhibit A](#) – Heidi Bauerle/Jenn Lund

CONSENT ITEMS

- [November 15, 2023 Board Meeting Minutes](#)

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

VOTING ITEMS

- Award IFB for Wrought Iron Fence Project (incl. concrete) – Stephanie Schmidt
- [Armitex Safety & Security Glass/Laminate](#) – Stephanie Schmidt

DISCUSSION ITEMS

- Calendaring Items – ALL
 - ✓ Next PreBoard Meeting – February 7th
 - ✓ Next Board Meeting – February 21st
 - ✓ NCSC24 Boston MA – June 30 – July 3

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)

ADJOURN

UPCOMING CALENDAR ITEMS

February

2024-2025 School Calendar
2024-2025 School Fees
SLT Plan Proposal/Review FY24
Curriculum Purchases (2 Public Comment Periods)
Amend Emergency Preparedness Plan

March

Board Vacancies
2024-2025 School LAND Trust Plan
SLT Training Assurances
Digital Citizenship
Present 2022-2023 SLT Final Report
Landscaping Service Contract

April

Director Evaluation Prep
Director Bonus/Salary

May

Audit Engagement Letter
Director Evaluation
2024-2025 TSSA Plan

June

2024-2025 Annual Budget
2023-2024 Final Amended Budget
Liability Insurance Contract/Annual Payment
Summer Purchasing Plan
2024-2025 Sex Ed Instruction Committee
Ratify Board Members & Terms
Ratify Board Officers
2024-2025 Board Meeting Schedule
Mental Health Screening Determination
Review Positive Behavior Plan
Annual Policies Review
Annual Open Meetings Act Training
Annual Fraud Risk Assessment/Ethical Behavior

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EARLY LIGHT ACADEMY

2024-2025 Student Fee Schedule

STUDENT FEES (for fully and partially enrolled students)

The following student fees may be assessed to all junior high students in grades 7-9 as follows, but apportioned by the number of days of school membership if a student attends less than a full school year:

FEE DESCRIPTION	TOTAL AMOUNT	EXPENDITURES FUNDED BY FEE (SPEND PLAN)
Activity Fee (Grades 7-9)	\$25	Advisory shirts, supplies, and field trip transportation costs
Course Fees (Grades 7-9)	\$50	Course supplies
Elective Course Fees (Grades 7-9) (courses such as Art, Music, Theatre, Crew, Robotics, and Foreign Languages)	\$10 per course	Course supplies
Performance Choir	Up to \$80	Performance Attire
Capstone Experience (9th grade only)	Up to \$500	Transportation, accommodations, activities, and food

FEES FOR SPORTS, CLUBS, PROGRAMS, AND OTHER ACTIVITIES (fees for participating students are collected at the start of each season)

SEASON	FEE DESCRIPTION	TOTAL AMOUNT	EXPENDITURES FUNDED BY FEE (SPEND PLAN)
Fall	Cross Country (Grades 6-9)	\$65	Coach, supplies, and UCSSAL fees
Fall	Volleyball (Grades 6-9)	\$95	Coach, supplies, referees, and UCSSAL fees
Winter	Basketball (Grades 6-9)	\$95	Coach, supplies, referees, and UCSSAL fees
Spring	Soccer (Grades 6-9)	\$95	Coach, supplies, referees, and UCSSAL fees
Varies	School Play (Grades 3-9)	\$65	Instructors and supplies
Varies	After School Activities and Clubs (Grades K-9)	Up to \$60 per activity	Instructors, supplies, and activity registration fees

PRORATED FEES PAYMENT SCHEDULE

Students entering after the scheduled registration date shall pay fees using the following schedule:

INITIAL DATE OF ENTRY TO SCHOOL	PAYMENT RATE
Prior to Mid-Term of Term One	100%
Following Mid-Term of Term One and Prior to Mid-Term of Term Two	75%
Following Mid-Term of Term Two and Prior to Mid-Term of Term Three	50%
Following Mid-Term of Term Three and Prior to Mid-Term of Term Four	25%
After Mid-Term of Term Four	No Payment

Per Student (Grade 9) Annual Maximum Fee Amount for School Year: \$1,240

This amount reflects the total student fees any student in grade 9 would be required to pay if the student participated in all courses, programs, sports, and activities provided, sponsored, or supported by the School for students in grade 9 for the year.

Per Student (Grades 7-8) Annual Maximum Fee Amount for School Year: \$740

This amount reflects the total student fees any student in grades 7-8 would be required to pay if the student participated in all courses, programs, sports, and activities provided, sponsored, or supported by the School for students in grades 7-8 for the year.

Per Student (Grade 6) Annual Maximum Fee Amount for School Year: \$625

This amount reflects the total student fees any student in grade 6 would be required to pay if the student participated in all after-school courses, programs, sports and activities provided, sponsored, or supported by the School for students in grade 6 for the year.

Per Student (K – Grade 5) Annual Maximum Fee Amount for School Year: \$275

This amount reflects the total student fees any student in Kindergarten through grade 5 would be required to pay if the student participated in all after-school courses, programs, and activities provided, sponsored, or supported by the School for students in Kindergarten through grade 5 for the year.

Notice to Parents: Your student may be eligible to have one or more of their fees waived. For information on fees and fee waivers, please contact an administrator at the School and/or review the school fees materials provided ~~during registration~~ on the School's website (School Fees ~~Posters and~~ Notices, Fee Waiver Policy, Fee Waiver Applications, Fee Waiver Decision and Appeal Form, etc.). If you file a fee waiver request with the School and the request is denied, you may appeal the School's decision.

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Early Light Academy Fee Waiver Policy



PURPOSE

Early Light Academy (the “School”) must abide by the Utah State Board of Education rules which direct the School’s Board of Directors (the “Board”) to implement a policy regarding student fees. The purpose of this policy is to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in School-sponsored activities.

POLICY

Under the direction of the Board, the School’s Director (the “Director”) is authorized to administer this policy and is directed to do so fairly, objectively, and without delay, and in a manner that avoids stigma and unreasonable burdens on students or parents/guardians.

Definitions

"Co-curricular activity" means an activity, course, or program that:

- (a) is an extension of a curricular activity;
- (b) is included in an instructional plan and supervised or conducted by a teacher or educational professional;
- (c) is conducted outside of regular School hours;
- (d) is provided, sponsored, or supported by the School;
- (e) includes a required regular School day activity, course, or program.

“Curricular activity” means an activity, course, or program that is:

- (a) intended to deliver instruction;
- (b) provided, sponsored, or supported by the School; and
- (c) conducted only during School hours.

"Extracurricular activity"

- (a) means an activity, a course, or a program that is:
 - (i) not directly related to delivering instruction;
 - (ii) not a curricular activity or co-curricular activity; and
 - (iii) provided, sponsored, or supported by the School.
- (b) does not include a noncurricular club as defined in Section 53G-7-701.

"Fee" means something of monetary value requested or required by the School as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by the School. This includes money or something of monetary value raised by a student or the student's family through fundraising.

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“Instructional equipment”

- (a) means an activity-related, course-related, or program-related tool or instrument that:
 - (iv) is required for a student to use as part of an activity, course, or program in a secondary school;
 - (v) typically becomes the property of the student upon exiting the activity, course, or program, and
 - (vi) is subject to a fee waiver;
- (b) includes:
 - (vii) shears or styling tools;
 - (viii) a band instrument;
 - (ix) a camera;
 - (x) a stethoscope; or
 - (xi) sports equipment, including a bat, mitt, or tennis racket.
- (c) does not include school equipment.

“Instructional supply” means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school and includes:

- (a) prescriptive footwear;
- (b) brushes or other art supplies, including clay, pain, or art canvas;
- (c) wood for wood shop;
- (d) Legos for Lego robotics;
- (e) film; or
- (f) filament used for 3D printing.

"Maintenance of School equipment" means a cost, payment, or expenditure related to storing, repairing, or keeping School equipment in good working condition. It does not include the cost related to end-of-life replacement.

"Non-waivable charge" means a cost, payment, or expenditure that:

- (a) is a personal discretionary charge or purchase, including:
 - (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 - (ii) a charge for college credit related to the successful completion of:
 - (A) a concurrent enrollment class; or
 - (B) an advanced placement examination; or
 - (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
- (b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or
- (c) by Utah Code, federal law, or State Board of Education rule is designated not to be a fee, including:
 - (i) a school uniform as provided in Utah Code § 53G-7-801;

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- (ii) a school lunch; or
- (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Provided, sponsored, or supported by the School"

- (a) means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
 - (i) is authorized by the School; or
 - (ii) satisfies at least one of the following conditions:
 - (A) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by the School, or a School employee in the employees School employment capacity;
 - (B) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the School's facilities, equipment, or other School resources; or
 - (C) the activity, class, program, fundraising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the School's activity funds or minimum school program dollars.
- (b) does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

"Provision in lieu of fee waiver"

- (a) means an alternative to fee payment or waiver of fee payment; and
- (b) does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.

"Requested or required by the School as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

- (a) fully participate in school or in a School activity, class, or program;
- (b) successfully complete a School class for the highest grade; or
- (c) avoid a direct or indirect limitation on full participation in a School activity, class, or program, including limitations created by:
 - (i) peer pressure, shaming, stigmatizing, bullying, or the like; or
 - (ii) withholding or curtailing any privilege that is otherwise provided to any other student.

"School equipment" means a durable school-owned machine, equipment, or tool used by a student as part of an activity, course, or program in a secondary school and includes a saw or 3D printer.

"Something of monetary value"

- (a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and
- (b) includes:

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- (i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
 - (ii) payments made to a third party that provide a part of a School activity, class, or program;
 - (iii) classroom textbooks, supplies or materials;
 - (iv) charges or expenditures for school activity clothing; and
 - (v) a fine, except for a student fine specifically approved by the School for:
 - (A) failing to return School property;
 - (B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or
 - (C) improper use of School property, including a parking violation.
- (c) does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.

“Textbook”

- (a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;
- (b) includes:
 - (i) a hardcopy book or printed pages of instructional material, including a consumable workbook;
 - (ii) computer hardware, software, or digital content; and
 - (iii) the maintenance costs of School equipment.
- (c) does not include instructional equipment or instructional supplies.

“Waiver” means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.

General School Fees Provisions

The School may only collect a fee for an activity, class, or program provided, sponsored, or supported by the School consistent with School policies and state law.

Beginning with the 2021-2022 school year:

- (a) if the School imposes a fee, the fee shall be equal to or less than the expense incurred by the School in providing for a student the activity, course, or program for which the School imposes a fee; and
- (b) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee.

Beginning with the 2022-23 school year, the School may not sell textbooks or otherwise charge a fee for textbooks or the maintenance costs of School equipment as provided in Section 53G-7-603, except for a textbook used for a concurrent enrollment or advanced placement course.

All fees are subject to the fee waiver requirements of this policy.

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Fees for Classes & Activities During the Regular School Day

Fees for Students in Kindergarten through Sixth Grade

No fee may be charged in kindergarten through sixth grade for materials, textbooks, supplies (except as provided below), or for any class or regular school day activity, including assemblies and field trips.

Elementary students cannot be required to provide their own student supplies. However, the School or teacher may provide to a student's parent or a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish on a voluntary basis student supplies for student use. The list provided to a student's parent or guardian must include and be preceded by the following language:

"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

The School may charge a fee to a student in grade six if all of the following are true:

- (a) the School has students in any of the grades seven through twelve;
- (b) the School follows a secondary model of delivering instruction to the School's grade six students; and
- (c) The School annually provides notice to parents that the School will collect fees from grade six students and that the fees are subject to waiver.

Fees for Students in Seventh through Ninth Grade

Fees may be charged in grades 7-9 in connection with an activity, class, or program provided, sponsored, or supported by the School that takes place during the regular school day if the fee is approved as provided in this policy and state law. All such fees are subject to waiver. In addition, if an established or approved class requires payment of fees or purchase of items (i.e., tickets to events, etc.) in order for students to fully participate and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the fees or costs for the class are subject to waiver.

In project related courses, projects required for course completion will be included in the course fee.

Secondary students may be required to provide their own student supplies, subject to the fee waiver requirements of this policy.

Fees for Optional Projects

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required

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classroom project. A student may not be required to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high-cost additional projects, particularly when authorizing an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high-cost project.

Fees for Activities Outside of the Regular School Day

Fees may be charged in all grades for any School-sponsored activity that does not take place during the regular school day if participation in the activity is voluntary and does not affect the student's grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

A fee related to a co-curricular or extracurricular activity may not exceed the maximum fee amounts for the co-curricular or extracurricular activity adopted by the Board, as provided below.

Activities that use the School facilities outside the regular school day but are not provided, sponsored, or supported by the School (i.e., programs sponsored by the parent organization and/or an outside organization) may charge for participation, and fee waivers are not available for these charges.

An activity, class, or program that is provided, sponsored, or supported by the School outside of the regular School day or School year calendar is subject to this policy and state law regardless of the time or season of the activity, class, or program.

Fee Schedule

The Board will approve a Fee Schedule at least once each year on or before April 1. The Fee Schedule will establish the maximum fee amount per student for each activity and the maximum total aggregate fee amount per student per school year. No fee may be charged or assessed in connection with an activity, class, or program provided, sponsored, or supported by the School, including for a curricular, co-curricular or extracurricular activity, unless the fee has been set and approved by the Board, is equal to or less than the established maximum fee amount for the activity, and is included in the approved Fee Schedule.

The School will encourage public participation in the development of the Fee Schedule and related policies.

Before approving the School's Fee Schedule, the School will provide an opportunity for the public to comment on the proposed Fee Schedule during a minimum of two public Board meetings. In addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents.

After the Fee Schedule is adopted, the Board may amend the Fee Schedule using the same process.

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Maximum Fee Amounts

In connection with establishing the Fee Schedule, the Board will establish a per student annual maximum fee amount that the School may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by the School for the year. This is a maximum total aggregate fee amount per student per School year.

The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

The amount of revenue raised by a student through an individual fundraiser for an activity, as well as the total per student amount expected to be received through required group fundraising for an activity, will be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.

Notice to Parents

The Director will annually provide written notice of the School's Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School's Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year.

The School will also post the following on its website each school year:

- (a) The School's Fee Schedule, including maximum fee amounts, and Fee Waiver Policy;
- (b) The School's fee waiver application;
- (c) The School's fee waiver decision and appeals form; and
- (d) The School's fee notice(s) for families.

Donations

The School may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the School and receipt of the donation will not affect participation by an individual student.

A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

The School may solicit and accept a donation or contribution in accordance with the School's policies, including the Donation and Fundraising Policy, but all such requests must clearly state that donations and contributions by a student or parent are voluntary.

If the School solicits donations, the School: (a) shall solicit and handle donations in accordance with policies and procedures established by the School; and (b) may not place any undue burden on a student or family in relation to a donation.

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Fee Collection

The School may pursue reasonable methods for obtaining payment for fees and for charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school, an activity, a class, or a program that is provided, sponsored, or supported by the School during the regular school day; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, class schedules, diplomas, or transcripts, as a result of unpaid fees.

The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53G-8-212 until the student or the student's parent has paid for the damages, but may not withhold a student's records required for student enrollment or placement in a subsequent school.

A reasonable charge may be imposed by the School to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. No charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Consistent with Utah Code § 53G-6-604, the School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

Fee Refunds

Student fees are non-refundable.

Budgeting and Spending Revenue Collected Through Fees

The School will follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.

Beginning with the 2020-2021 school year, the School will establish a spend plan for the revenue collected from each fee charged. The spend plan will (a) provide students, parents, and employees transparency by identifying a fee's funding uses; (b) identify the needs of the activity, course, or

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program for the fee being charged and include a list or description of the anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

School Fee Collections & Accounting Procedures

It is the responsibility of the Director to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

Money may only be collected by staff authorized by the Director. Students may not collect fees.

Beginning in the 2020-21 school year, the School may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers. However, the School may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.

Fee Waiver Provisions

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of fee waivers. Fee waivers or other provisions in lieu of fee waivers will be available to any student whose parent cannot pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

Fee Waiver Administration

The Director will administer this policy and will review and grant fee waiver requests. The process for obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 123g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other

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persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

Fee Waiver Eligibility

A student is eligible for a fee waiver if the School receives verification that:

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the School may require the student's family to provide the School an electronic copy or screenshot of the student's family's eligibility determination or eligibility status covering the period for which the fee waiver is sought from the Utah Department of Workforce Services; or
- (d) The student is in foster care through the Division of Child and Family Services or is in state custody. If a student is in state custody or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

The School will not subject a family to unreasonable demands for re-qualification.

The School may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the foregoing provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

The School may retroactively waive fees if eligibility can be determined to exist before the date of the fee waiver application.

Fee Waiver Approval Process

The Director will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School's website and in registration materials each year.

The Director will review fee waiver applications within five (5) school days of receipt. If the School denies a request for a fee waiver, the School will provide the decision to deny a waiver in

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writing and will provide notice of the procedure for appeal in the form approved by the Utah State Board of Education.

Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for a waiver is being determined or during the time a denial of waiver is being appealed.

Each year the School will maintain documentation regarding the number of School students who were given fee waivers, the number of School students who worked in lieu of fee waivers, the number of School students who were denied fee waivers, the total dollar value of student fees waived by the School, and the total dollar amount of all fees charged to students at the School, as this information may be requested by the Utah State Board of Education as part of its monitoring of the School's school fees practices.

Appeal Process

Denial of eligibility for a waiver may be appealed in writing to the Director within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Director to discuss the parent's concerns. If, after meeting with the Director, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

Alternatives to Fees and Fee Waivers

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu of receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Director will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensures that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

A student who performs service may not be treated differently than other students who pay a fee.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

The service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

The School will transfer the student's service credit to another LEA upon request of the student.

The School may make an installment payment plan available for the payment of a fee. Such a payment plan may not be required in lieu of a fee waiver.

Annual Review, Approval, and Training

The Board will review and approve this policy annually.

The School will develop a plan for at least annual training of School employees on fee-related policies specific to each employee's job functions.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



November 21, 2023

To the Board of Directors
Early Light Academy
11709 Vadiana Dr.
South Jordan, UT 84009

We have audited the financial statements of Early Light Academy as of and for the year ended June 30, 2023, and have issued our report thereon dated November 21, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards*

As communicated in our letter dated May 15, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Early Light Academy solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated November 21, 2023.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Early Light Academy is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2023. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. No such significant accounting estimates were identified.

Financial Statement Disclosures

There were no financial statement disclosures that we consider to be particularly sensitive or involve significant judgment.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit. There were no uncorrected or corrected misstatements identified as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. We did not identify any circumstances that affect the form and content of the auditor's report.

Representations Requested from Management

We have requested certain written representations from management that are included in the management representation letter dated November 21, 2023.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Early Light Academy, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Early Light Academy's auditors

This report is intended solely for the information and use of the Board of Directors and management of Early Light Academy and is not intended to be, and should not be, used by anyone other than these specified parties.

Edie Sully LLP

Ogden, Utah



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June 30, 2023

Early Light Academy

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Independent Auditor's Report

The Board of Directors
Early Light Academy
South Jordan, Utah

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and the major fund of Early Light Academy, Inc. (the School) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the School, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and schedule of revenue, expenditures, and changes in fund balance – budget and actual – general fund and notes to the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial

statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 21, 2023, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Ede Sully LLP".

Ogden, Utah
November 21, 2023

The discussion and analysis of the Early Light Academy's (the School) financial performance provides an overall review of financial activities for the fiscal year.

FINANCIAL HIGHLIGHTS

During fiscal year 2023, the School saw an approximate 8.6% increase in total revenues (local, state, and federal). The School started and completed an addition to the building to expand its kindergarten at a cost of \$1,039,206. In addition, the School began construction of its turf field, replaced its rooftop units, and remodeled three rooms. The School has a very experienced and involved Board of Directors and Executive Director, both of which are very fiscally responsible and active in monitoring School resources and spending.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis serve as an introduction to the School's basic financial statements. These financial statements include three primary components:

- Government-wide financial statements
- Fund financial statements
- Notes to the financial statements

The basic financial statements consist of two kinds of statements that present different views of the School's financial activities.

Government-Wide Financial Statements (GWFS)

The GWFS (i.e., Statement of Net Position and Statement of Activities) provide readers with a broad overview of the School's finances. The government-wide statements report information about the School as a whole using accounting methods similar to those used by private-sector companies.

The Statement of Net Position provides information on all of the assets and liabilities of the School, with the difference between the two providing the net position. Increases or decreases in the net position may indicate whether the financial position of the School is improving or deteriorating, respectively.

The Statement of Activities reflects changes in net position during the fiscal year. Changes in net position are reported using the accrual basis of accounting, similar to that used by private-sector companies. Accrual basis accounting takes into account all current year related revenue and expenditures, regardless of when cash is received or paid.

The GWFS presents an aggregate view of the School's finances and contains useful long-term information as well as information for the just-completed fiscal year.

To assess the overall financial condition of the School, additional non-financial factors, such as changes in the condition of school buildings and other facilities, should be considered.

In the GWFS, the School's activities are all classified as governmental activities. Governmental activities include all regular and special education, all educational support activities, administration, custodial, maintenance, transportation, and food services. Most of these activities are supported by the State of Utah Minimum School Program. The GWFS can be found on pages 9-10 of this report.

Fund Financial Statements

Funds are accounting devices the School uses to keep track of sources of funding and spending on particular programs and to demonstrate compliance with various regulatory requirements. Fund financial statements focus on individual parts of the School. Fund statements generally report operations in more detail than the government-wide statements. This statement focuses on its most significant or "major" funds and not on the School as a whole.

The School establishes other funds, as necessary, to control and manage money for particular purposes or to show that it is properly using certain revenue.

Governmental Funds

Governmental funds account for nearly the same functions as the governmental activities. However, unlike the GWFS, governmental funds focus on near-term inflows and outflows as well as the balances left at year-end that are available for funding future basic services.

It is useful to compare information found in the governmental funds with that of the governmental activities. By doing so, readers may better understand the long-term impact of the School's near-term financing decisions.

The basic governmental funds financial statements can be found on pages 11-14 of this report.

Notes

The notes to the financial statements starting on page 15 provide further explanation of some of the information in the statements and provide additional disclosures so statement users have a complete picture of the School's financial activities and position.

Required supplementary information further explains and supports the financial statements by including a comparison of the School's budget data for the year.

Government-Wide Financial Analysis

Net position may serve as a useful indicator of an organization's financial position. The School's net financial position decreased by \$44,749 in fiscal year 2023. This small decrease is largely due to the one-time costs related to additional supplies and small furnishings needed to prepare the newly constructed kindergarten space for use. The School also experienced an increase in expenses for contracted educational services for its special education program.

	2023	2022
Assets		
Current and other assets	\$ 6,626,608	\$ 7,353,778
Capital assets	15,678,345	14,669,803
Total assets	\$ 22,304,953	\$ 22,023,581
Liabilities		
Current and other liabilities	\$ 1,608,958	\$ 944,355
Long-term liabilities	22,149,240	22,487,722
Total liabilities	23,758,198	23,432,077
Net Position		
Net investment in capital assets	(6,470,895)	(7,817,919)
Restricted	3,379,919	4,373,710
Unrestricted	1,637,731	2,035,713
Total net position	\$ (1,453,245)	\$ (1,408,496)

A portion of the School's net position is the investments in capital assets (i.e., buildings, land, furniture and equipment, computers, construction-in-progress, and capital improvements) and the related debt used to acquire those assets still outstanding. These capital assets provide services to students; consequently, these assets are not available for future spending. The negative net investment in capital assets is due to cumulative depreciation of the respective capital assets exceeding the cumulative principal repayments on the related long-term debt. Restricted net position is restricted for debt service and program restrictions. The remaining portion of the School's net position is unrestricted.

Governmental Activities

Changes in Net Position – The table below shows the changes in net position for the fiscal years 2023 and 2022. The School relies on state and federal support for 95% of its governmental activities for the year ended June 30, 2023. The School had total revenue of \$10,267,172 and total expenses of \$10,311,921 during the year ended June 30, 2023. The School had a decrease in net position of \$44,749 during the year ended June 30, 2023. The decrease in net position is a result of the cost of supplies and small furnishings to prepare the newly constructed kindergarten space for use and an increase in contracted educational services for its special education program, as explained previously.

Early Light Academy
Management's Discussion and Analysis
June 30, 2023

	<u>2023</u>	<u>2022</u>	<u>Change</u>
Revenue			
Program revenue			
State and federal aid	\$ 9,659,639	\$ 9,031,355	\$ 628,284
Charges for services	179,680	1,093	178,587
Operating grants and contributions	3,547	7,921	(4,374)
Other local revenue	360,690	298,204	62,486
Insurance proceeds	63,616	118,748	(55,132)
Total revenue	<u>10,267,172</u>	<u>9,457,321</u>	<u>809,851</u>
Expenses			
Instructional	5,583,486	4,601,000	982,486
Support services			
Students	685,556	570,526	115,030
Staff assistance	195,324	225,443	(30,119)
School administration	743,014	633,051	109,963
Central services	578,683	489,543	89,140
Operation and maintenance of facilities	1,116,795	1,274,210	(157,415)
Transportation	23,415	15,003	8,412
School food services	329,228	392,308	(63,080)
Facilities acquisition and construction services	6,193	-	6,193
Building acquisition and construction services	6,215	-	6,215
Interest and other costs	1,044,012	1,575,221	(531,209)
Total expenses	<u>10,311,921</u>	<u>9,776,305</u>	<u>535,616</u>
Change in Net Position	<u>\$ (44,749)</u>	<u>\$ (318,984)</u>	<u>\$ 274,235</u>

Governmental Funds

The focus of the School's governmental funds is to provide balances of spendable resources and to provide data on near-term inflows and outflows.

General Fund – The general fund is the general operating fund for the School. At the end of the current fiscal year, the general fund balance is \$5,496,391 which is a decrease of \$1,370,159 from the prior year. The general fund balance has decreased as the School has completed several capital projects, including an addition for the kindergarten, replacement of the School's roof top units, and the remodel of three rooms. The total addition to the School's capital assets for the year amounted to \$1,524,349.

Expenditures for general School purposes totaled \$11,637,331 which is an increase of \$2,185,317 from the prior year. Expenditures for the 2023 fiscal year increased as the School provided raises to its staff, completed its kindergarten addition to the building and other capital projects, and saw an increase in need for contracted educational services related to the School's special education program.

General fund salaries totaled \$4,811,385, while the associated fringe benefits of retirement, social security, unemployment, workers compensation, health, dental, and vision added \$1,349,938 to arrive at 53% of the School's general fund expenditures.

Budgetary Highlights

The School adopts an original budget in June for the subsequent year.

Actual expenditures in the general fund were \$253,021 less than the amended budget. The budget was prepared with a conservative approach for revenues and budgeted for additional year-end expenditures, if they had been needed, which they were not.

Capital Assets

The School has invested \$20,230,529 in a wide range of capital assets, but primarily in land, buildings, and furniture and equipment. The total accumulated depreciation on these assets amounts to \$4,552,184. There were capital asset additions of \$1,524,349 for fiscal year 2023.

Additional information regarding the School's capital assets can be found in Note 3 to the basic financial statements.

Long-Term Debt

Long-term debt consists of outstanding tax-exempt bonds (with a financial institution as Trustee) totaling \$22,149,240, net of discount, with rates ranging from 4.25% to 5.75%. The School is required to meet certain covenants including debt coverage and cash available as defined by their bonds payable agreement. See Note 4 to the financial statements for more information about long-term debt.

Requests for Information

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the School's finances and to demonstrate the School's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the School at 11709 S Vadiana Dr, South Jordan, Utah 84009, or by phone at 801-302-5988.

Early Light Academy
Statement of Net Position
June 30, 2023

	Governmental Activities
Assets	
Cash and investments	\$ 3,234,282
Restricted cash and investments	2,958,851
State receivables	66,437
Federal receivables	360,068
Other receivables	6,970
Capital assets (not subject to depreciation)	1,675,768
Capital assets (net of accumulated depreciation)	14,002,577
Total assets	22,304,953
Liabilities	
Accounts payable	533,049
Accrued liabilities	597,168
Accrued interest	478,741
Long-term liabilities	
Due within one year - bonds payable	360,000
Due in more than one year - bonds payable	21,789,240
Total liabilities	23,758,198
Net Position	
Net investment in capital assets	(6,470,895)
Restricted for	
Special education	77,259
School land trust	10,492
Educator professional time	65,937
Food service	267,380
Debt service	2,958,851
Unrestricted	1,637,731
Total net position	\$ (1,453,245)

Early Light Academy
Balance Sheet – Governmental Funds
June 30, 2023

	General
Assets	
Cash and investments	\$ 3,234,282
Restricted cash and investments	2,958,851
State receivables	66,437
Federal receivables	360,068
Other receivables	6,970
	<u>6,970</u>
Total assets	\$ 6,626,608
Liabilities and Fund Balance	
Liabilities	
Accounts payable	\$ 533,049
Accrued liabilities	597,168
	<u>597,168</u>
Total liabilities	1,130,217
Fund Balance	
Restricted for	
Special education	77,259
School land trust	10,492
Educator professional time	65,937
Food service	267,380
Debt service	2,958,851
Unassigned	2,116,472
	<u>2,116,472</u>
Total fund balance	5,496,391
	\$ 6,626,608

Early Light Academy
 Reconciliation for Governmental Funds Balance Sheet to the Statement of Net Position
 June 30, 2023

Total Fund Balance - Governmental Funds \$ 5,496,391

The cost of capital assets (land, buildings, furniture and equipment, computers, construction-in-progress, and capital improvements) purchased or constructed is reported as an expenditure in governmental funds. The statement of net position includes those capital assets among the assets of the School as a whole. The cost of those capital assets is allocated over their estimated useful lives (as depreciation expense) to the various programs reported as governmental activities in the statement of activities. Because depreciation expense does not affect financial resources, it is not reported in government funds.

Costs of capital assets	20,230,529	
Depreciation expense to date	<u>(4,552,184)</u>	15,678,345

Long-term liabilities applicable to governmental activities are not due and payable in the current period and therefore are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the statement of net position. Balances at year end are:

Long-term liabilities		
Bonds payable	(22,149,240)	
Accrued interest	<u>(478,741)</u>	<u>(22,627,981)</u>

Net Position		<u><u>\$ (1,453,245)</u></u>
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Early Light Academy
Statement of Revenue, Expenditures, and Changes in Fund Balance – Governmental Funds
Year Ended June 30, 2023

	General
Revenue	
State aid	\$ 9,148,635
Federal aid	511,004
Earnings on investments	171,629
School fees	57,634
School lunch sales	179,680
Other local sources	134,974
Total revenue	10,203,556
Expenditures	
Instructional	5,583,486
Support services	
Students	685,556
Staff assistance	195,324
School administration	743,014
Central services	578,683
Operation and maintenance of facilities	600,988
Transportation	23,415
Facilities acquisition and construction services	6,193
Building acquisition and construction services	6,215
Total support services	2,839,388
Non-instructional	
School food services program	329,228
Capital outlay	1,524,349
Total non-instructional	1,853,577
Debt service	
Principal	345,000
Interest and other costs	1,015,880
Total debt service	1,360,880
Total expenditures	11,637,331
Deficiency of Revenue Under Expenditures	(1,433,775)

Early Light Academy
Statement of Revenue, Expenditures, and Changes in Fund Balance – Governmental Funds
Year Ended June 30, 2023

	General
Other financing sources	
Insurance proceeds	63,616
Net Change in Fund Balance	(1,370,159)
Fund balance, Beginning of Year	6,866,550
Fund balance, End of Year	\$ 5,496,391

Early Light Academy
 Reconciliation of Governmental Funds Statement of Revenue, Expenditures,
 and Changes in Fund Balance to the Statement of Activities
 Year Ended June 30, 2023

Total Net change in Fund Balance - Governmental Funds \$ (1,370,159)

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation expense during the fiscal year:

Capital outlay	1,524,349	
Depreciation expense	<u>(515,807)</u>	1,008,542

The governmental funds report repayment of long-term liability payments as expenditures and the effect of premiums/discounts when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. Interest is recognized as an expenditure in the governmental activities when it is due. In the statement of activities, interest expense is recognized as it accrues, regardless of when it is due. The net effect of these differences in the treatment of bonds and related items is as follows:

Repayment of bonds payable principal	345,000	
Amortization of bond discount	(6,518)	
Change in accrued interest	<u>(21,614)</u>	<u>316,868</u>

Change in Net Position of Governmental Activities \$ (44,749)

Note 1 - Summary of Significant Accounting Policies

Early Light Academy (the School) was formed in 2009 and is a nonprofit institution, organized under the nonprofit corporation laws of the State of Utah. The School was organized by a group of parents, teachers, and community leaders to provide an educational opportunity in South Jordan, Utah, that was not governed by the local school district. The School was founded on the premise that parents, as partners in the learning process, lead to success for each child. Every parent is asked to be involved with the school either through committees or through volunteering time in the classroom or with other needs the school may have as they arise. The School provides the following activities: education, encompassing instruction, student and staff support activities, and facilities maintenance and operation. Supporting services include general and administrative services, which are overall entity-related administrative costs.

The financial statements of the School have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies of the School are described below.

Financial Reporting Entity

The School follows Governmental Accounting Standards Board (GASB) in determining the reporting entity and component units. The financial reporting entity consists solely of the primary government. Accordingly, the financial statements include all funds and agencies of the primary government whose budgets are controlled or whose boards are appointed by the School's Board of Directors (the Board).

The accounts of the School are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The funds of the School are classified as governmental funds. The fund classifications and a description of each existing fund type follow:

Governmental Funds

Governmental funds are used to account for the School's general government activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. The general fund is considered a major fund.

Governmental funds include:

General fund – the primary operating fund of the School accounts for all financial resources, except those required to be accounted for in other funds.

Measurement Focus and Basis of Accounting

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the reporting government as a whole.

The statement of net position and the statement of activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenue, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenue, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 *Accounting and Financial Reporting for Nonexchange Transactions* in the GWFS.

Program Revenue

Program revenue included in the statement of activities derive directly from the program itself or from parties outside the School's citizenry, as a whole; program revenue reduces the cost of the function to be financed from the School's general revenue. Program revenue includes charges to students or applicants who purchase, use, or directly benefit from the goods or services provided by the given function.

Fund Financial Statements

Governmental Funds

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenue is recognized when susceptible to accrual defined as measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The School considers all revenue available if they are collected within 90 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on general long-term debt, which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. With this measurement focus, only current assets and current liabilities and deferred outflows and inflows of resources, as applicable, are generally included on the balance sheet. Operating statements of these funds present increases and decreases in fund balance.

The governmental funds use the following practices in recording revenue and expenditures:

Revenue

Entitlements and shared revenue (which include state equalization and state revenue sharing) are recorded as unrestricted grants-in-aid at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met and the susceptible to accrual criteria have been met.

Other receipts become measurable and available (collected within 90 days of year-end) when cash is received by the School and are recognized as revenue at that time. The School's period of availability is 90 days subsequent to year end.

Expenditures

Salaries are recorded as incurred. The School has employees who do not work year-round but receive salary payments on a monthly basis; salaries earned, but unpaid, have been accrued as of June 30, 2023.

Restricted Cash and Investments

Cash and investments restricted for debt service is cash and investments set aside for bonds payable reserve requirements.

Investments

Investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

Receivables

All receivables are shown net of any allowance for uncollectible amounts. No allowances for uncollectible items have been recorded as of June 30, 2023.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and those differences could be material.

Capital Assets

Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). Donated capital assets are recorded at their estimated acquisition value at the date of donation. Estimated useful lives are management's estimate of how long the asset is expected to meet service demands. The School's capitalization threshold is \$5,000. The cost of normal maintenance and repairs not adding to the value of the asset or materially extending asset lives are not capitalized. Straight-line depreciation is used based on the following estimated useful lives:

Buildings	39 years
Furniture and equipment	7 years
Computers	5 years
Capital Improvements	20 years

Long-Term Liabilities

For government-wide reporting, material premiums and discounts are deferred and amortized over the life of the debt using the straight-line method, which approximates the effective interest method. Debt is reported net of the applicable premium or discount. Issuance costs are expensed as incurred.

For fund financial reporting, premiums and discounts as well as issuance costs are recognized in the period the debt is issued. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuance are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, even if withheld from the actual net proceeds received, are reported as debt service expenditures.

Restricted Net Position

For the government-wide statement of net position, net position is reported as restricted when constraints placed on net position use is either:

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments;

Imposed by law through constitutional provisions or enabling legislation.

It is the School's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

Fund Balances of Fund Financial Statements

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the School is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The School has historically shown prepaids as being nonspendable as these items are not expected to be converted to cash or are not expected to be converted to cash within the next year.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. Debt service resources are to be used for future servicing of the general obligations and are restricted through debt covenants.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action by the Board. These amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (resolution) that was employed when the funds were initially committed.

Assigned: This classification includes amounts that are constrained by the Board's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board or by the Board delegating this responsibility to the Executive Director or their designee through the budgetary process.

Unassigned: This classification includes the residual fund balance for the general fund and the amount established for minimum funding.

The School would typically use restricted fund balances first followed by committed resources and the assigned resources, as appropriate opportunities arise but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

Grants and Other Intergovernmental Revenue

Federal and state reimbursement-type grants are recorded as intergovernmental revenue when the related expenditures/expenses are incurred and, in the governmental funds, when the revenue meets the availability criterion.

Note 2 - Cash and Investments

At June 30, 2023, the School’s cash and investments consisted of the following:

Cash			
Insured		\$ 374,024	
Uninsured and not collateralized		<u>1,296,951</u>	
Total balance of deposits		<u>\$ 1,670,975</u>	
Investments	<u>Rating</u>	<u>Fair Value</u>	<u>Investment Maturities</u>
PTIF	Unrated	<u>\$ 4,522,158</u>	Less than 1 year
Total cash and investments		<u>\$ 6,193,133</u>	

The State of Utah Money Management Council has the responsibility to advise the State Treasurer about investment policies, promote measures and rules that will assist in strengthening the banking and credit structure of the state, and review the rules adopted under the authority of the State of Utah Money Management Act (the Act) that relate to the deposit and investment of public funds.

The School follows the requirements of the Act (Utah Code, Title 51, Chapter 7) in handling its depository and investment transactions. The Act requires the depositing of School funds in a qualified depository. The Act defines a qualified depository as any financial institution whose deposits are insured by an agency of the federal government and which has been certified by the State Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council.

The Act defines the types of securities authorized as appropriate investments for the School’s funds and the conditions for making investment transactions. Investment transactions may be conducted only through qualified depositories, certified dealers, or directly with issuers of the investment securities.

Statutes authorize the School to invest in negotiable or nonnegotiable deposits of qualified depositories and permitted negotiable depositories; repurchase and reverse repurchase agreements; commercial paper that is classified as “first tier” by two nationally recognized statistical rating organizations; bankers’ acceptances; obligations of the United States Treasury including bills, notes, and bonds; obligations, other than mortgage derivative products, issued by U.S. government sponsored enterprises (U.S. Agencies) such as the Federal Home Loan Bank System, Federal Home Loan Mortgage Corporation (Freddie Mac), and Federal National Mortgage Association (Fannie Mae); bonds, notes, and other evidence of indebtedness of political subdivisions of the state; fixed rate corporate obligations and variable rate securities rated “A” or higher, or the equivalent of “A” or higher, by two nationally recognized statistical rating organizations; shares or certificates in a money market mutual fund as defined in the Act; and the Utah State Public Treasurers’ Investment Fund.

The Utah State Treasurer’s Office operates the Public Treasurers’ Investment Fund (PTIF). The PTIF is available for investment of funds administered by any Utah public treasurer and is not registered with the SEC as an investment company. The PTIF is authorized and regulated by the Act (Utah Code, Title 51, Chapter 7). The Act established the Money Management Council which oversees the activities of the State Treasurer and the PTIF and details the types of authorized investments. Deposits in the PTIF are not insured or otherwise guaranteed by the State of Utah, and participants share proportionally in any realized gains or losses on investments.

The PTIF operates and reports to participants on a fair value basis. The income, gains, and losses of the PTIF, net of administration fees, are allocated based upon the participant’s average daily balance. The fair value of the PTIF investment pool is approximately equal to the value of the pool shares.

Fair Value of Investments

The School measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Quoted prices for identical investments in active markets;
- Level 2: Observable inputs other than quoted market prices; and
- Level 3: Unobservable inputs.

The investments consist only of PTIF funds which are classified as Level 2. The PTIF funds use the application of the June 30, 2023, fair value as calculated by the Utah State Treasurer to the School’s average daily balance in the Fund. The School currently has no assets that qualify for Level 1 or 3 investments. The following table illustrates the investments by the appropriate levels for the School:

	Total	Quoted Prices in Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)
June 30, 2023				
PTIF	\$ 4,522,158	\$ -	\$ 4,522,158	\$ -

Custodial Credit Risk

For deposits and investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the School will not be able to recover the value of its deposits, investments, or collateral securities that are in the possession of an outside party. The School's policy for managing custodial credit risk is to adhere to the Act. The Act requires all deposits of the School to be in a qualified depository, defined as any financial institution whose deposits are insured by an agency of the federal government and which has been certified by the Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The School's policy for reducing its exposure to credit risk is to comply with the Act, as previously discussed.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of the School's investment in a single issuer. The School's policy for reducing this risk of loss is to comply with the Rules of the Money Management Council. Rule 17 of the Money Management Council limits investments in a single issuer of commercial paper and corporate obligations to 5-10% depending upon the total dollar amount held in the portfolio.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The School's policy for managing its exposure to fair value loss arising from increasing interest rates is to comply with the Act. Section 51-7-11 of the Act requires that the remaining term to maturity of investments may not exceed the period of availability of the funds to be invested. The Act further limits the remaining term to maturity on all investments in commercial paper, bankers' acceptances, fixed rate negotiable deposits, and fixed-rate corporate obligations to 270 days - 15 months or less. The Act further limits the remaining term to maturity on all investments in obligations of the United States Treasury; obligations issued by U.S. government sponsored enterprises; and bonds, notes, and other evidence of indebtedness of political subdivisions of the state to five years. In addition, variable rate negotiable deposits and variable rate securities may not have a remaining term to final maturity exceeding three years.

Note 3 - Capital Assets

A summary of activity in the capital assets is as follows:

	<u>June 30, 2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2023</u>
Capital assets, not subject to depreciation				
Land	\$ 1,563,718	\$ -	\$ -	\$ 1,563,718
Construction-in-progress	-	112,050	-	112,050
	<u>1,563,718</u>	<u>112,050</u>	<u>-</u>	<u>1,675,768</u>
Capital assets, being depreciated				
Buildings	16,547,358	1,039,206	-	17,586,564
Furniture and equipment	293,849	282,938	(130,217)	446,570
Computers	120,185	42,965	-	163,150
Capital improvements	311,287	47,190	-	358,477
Total capital assets being depreciated	<u>17,272,679</u>	<u>1,412,299</u>	<u>(130,217)</u>	<u>18,554,761</u>
Less accumulated depreciation for				
Buildings	(3,833,228)	(437,614)	-	(4,270,842)
Furniture and equipment	(204,832)	(30,700)	130,217	(105,315)
Computers	(45,676)	(29,766)	-	(75,442)
Capital improvements	(82,859)	(17,727)	-	(100,586)
Total accumulated depreciation	<u>(4,166,594)</u>	<u>(515,807)</u>	<u>130,217</u>	<u>(4,552,184)</u>
Total capital assets, subject to depreciation	<u>13,106,085</u>	<u>896,492</u>	<u>-</u>	<u>14,002,577</u>
Total capital assets, net	<u>\$14,669,803</u>	<u>\$1,008,542</u>	<u>\$ -</u>	<u>\$15,678,345</u>

Depreciation expense was charged to the operation and maintenance of facilities function of the School.

Note 4 - Long-Term Liabilities

A summary of activity for the long-term liabilities is as follows:

	<u>Balance at June 30, 2022</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2023</u>	<u>Due Within One Year</u>
Bonds payable	\$ 22,585,000	\$ -	\$ (345,000)	\$ 22,240,000	\$ 360,000
Bond discount	(97,278)	-	6,518	(90,760)	-
	<u>\$ 22,487,722</u>	<u>\$ -</u>	<u>\$ (338,482)</u>	<u>\$ 22,149,240</u>	<u>\$ 360,000</u>

Long-term liabilities as of June 30, 2023, consist of the following:

Series 2022 Bonds issued during fiscal year 2022 for \$7,870,000. The bonds bear a variable interest rate ranging from 4.25% to 5.75%. Variable annual principal and semi-annual interest payments are required through July 2050. The proceeds were used to purchase a school building and refinance previous bonds.	\$ 7,840,000
Series 2017 Bonds have rates between 4.50% and 5.11%. Issued during fiscal year 2017 for \$16,200,000, variable annual principal and interest payments are required through July 2046. The bonds were sold at a discount which is being amortized using the effective interest rate method over the life of the bonds. The proceeds were used to purchase a school building.	<u>14,400,000</u>
	22,240,000
Bond discount, net	<u>(90,760)</u>
	<u>\$ 22,149,240</u>

The annual requirements to pay principal and interest on the outstanding long-term liabilities is as follows:

<u>Years Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 360,000	\$ 1,043,663	\$ 1,403,663
2025	375,000	1,027,088	1,402,088
2026	390,000	1,009,838	1,399,838
2027	415,000	991,769	1,406,769
2028	430,000	972,963	1,402,963
2029-2033	2,520,000	4,532,440	7,052,440
2034-2038	3,230,000	3,847,140	7,077,140
2039-2043	4,110,000	2,969,213	7,079,213
2044-2048	6,040,000	1,783,457	7,823,457
2049-2051	4,370,000	283,900	4,653,900
Total	<u>\$ 22,240,000</u>	<u>\$ 18,461,471</u>	<u>\$ 40,701,471</u>

The School is required to meet certain debt covenants including debt service coverage and cash available as defined by their bonds payable agreements.

Note 5 - Concentrations

The School's principal source of support is state and federal-based support revenue. For the year ended June 30, 2023, this funding source accounted for approximately 95% of all revenue.

Note 6 - Benefit Plan

The School has a defined contribution retirement plan covering all full-time, salaried employees. The plan is administered by Helpside, an outsourcing company that the School has contracted with to perform its payroll and retirement functions. Eligible employees may contribute into an account at their option and discretion. Starting in 2018, the School does match up to 100% of employee contributions that do not exceed 4% of the employee's salary. For the year ending June 30, 2023, the School had matching contributions of \$119,578.



Required Supplementary Information
June 30, 2023

Early Light Academy

Early Light Academy

Schedule of Revenue, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
Revenue				
State aid	\$ 8,883,034	\$ 9,121,180	\$ 9,148,635	\$ 27,455
Federal aid	515,228	589,578	511,004	(78,574)
Earnings on investments	35,000	170,000	171,629	1,629
School fees	220,000	94,514	57,634	(36,880)
School lunch sales	125,000	179,000	179,680	680
Other local sources	60,000	92,501	134,974	42,473
Total revenue	<u>9,838,262</u>	<u>10,246,773</u>	<u>10,203,556</u>	<u>(43,217)</u>
Expenditures				
Instructional	<u>5,626,577</u>	<u>5,839,948</u>	<u>5,583,486</u>	<u>256,462</u>
Support services				
Students	516,544	551,251	685,556	(134,305)
Staff assistance	139,950	113,761	195,324	(81,563)
School administration	651,685	761,112	743,014	18,098
Central services	393,900	216,556	578,683	(362,127)
Operation and maintenance of facilities	550,500	966,467	600,988	365,479
Transportation	20,000	23,500	23,415	85
Facilities acquisition and construction services	-	150,358	6,193	144,165
Building acquisition and construction services	-	-	6,215	(6,215)
Total support services	<u>2,272,579</u>	<u>2,783,005</u>	<u>2,839,388</u>	<u>(56,383)</u>
Non-instructional				
School food services program	327,500	333,100	329,228	3,872
Capital outlay	-	1,524,349	1,524,349	-
Total non-instructional	<u>327,500</u>	<u>1,857,449</u>	<u>1,853,577</u>	<u>3,872</u>
Debt service				
Principal	345,000	345,000	345,000	-
Interest and other costs	1,058,700	1,064,950	1,015,880	49,070
Total debt service	<u>1,403,700</u>	<u>1,409,950</u>	<u>1,360,880</u>	<u>49,070</u>
Total expenditures	<u>9,630,356</u>	<u>11,890,352</u>	<u>11,637,331</u>	<u>253,021</u>
Excess (Deficiency) of Revenue Over (Under) Expenditures	<u>207,906</u>	<u>(1,643,579)</u>	<u>(1,433,775)</u>	<u>209,804</u>

	Budgeted Amounts		Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
Other financing sources:				
Insurance proceeds	-	63,616	63,616	-
Net Change in Fund Balance	<u>\$ 207,906</u>	<u>\$ (1,579,963)</u>	<u>\$ (1,370,159)</u>	<u>\$ 209,804</u>

Note 1 - Basis of Budgeting

The School follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The School's Executive Director is appointed as the budget officer. Before June 1 of each year, the budget officer shall prepare a tentative budget, with supporting documentation, to be submitted to the Board.
2. The tentative budget and supporting documents shall include the following items:
 - a. The revenue and expenditures of the preceding fiscal year,
 - b. The estimated revenue and expenditures of the current fiscal year,
 - c. A detailed estimate of the essential expenditures for all the purposes for the next succeeding fiscal year, and
 - d. The estimated financial condition of the School at the close of the fiscal year.
3. The tentative budget shall be filed with the School's Executive Director for public inspection at least 15 days before the date of the tenant budget's proposed adoption by the Board.
4. Before June 30 of each year, the Board of Directors will adopt a budget for the next fiscal year.
5. By the sooner of July 15 or 30 days of adopting a budget, the Board will file a copy of the adopted budget with the state auditor and the State Board of Education.



Compliance Reports
June 30, 2023

Early Light Academy



**Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements Performed
in Accordance with *Government Auditing Standards***

The Board of Directors
Early Light Academy
South Jordan, Utah

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Early Light Academy (the School), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the School’s basic financial statements and the related notes to the financial statements and have issued our report thereon dated November 21, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School’s internal control. Accordingly, we do not express an opinion on the effectiveness of the School’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the School’s financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Ogden, Utah
November 21, 2023



**Independent Auditor's Report on Compliance and Report on Internal Control over Compliance
as Required by the *State Compliance Audit Guide***

The Board of Directors
Early Light Academy
South Jordan, Utah

Report on Compliance

We have audited Early Light Academy's (the School) compliance with the applicable state compliance requirements described in the *State Compliance Audit Guide*, issued by the Office of the State Auditor, for the year ended June 30, 2023.

State compliance requirements were tested for the year ended June 30, 2023, in the following areas:

- Budgetary Compliance
- Fraud Risk Assessment
- Cash Management
- Open and Public Meetings Act
- Internal Control Systems
- Public Education Programs

Opinion on Compliance

In our opinion, the School complied, in all material respects, with the state compliance requirements referred to above for the year ended June 30, 2023.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the *State Compliance Audit Guide* (Guide). Our responsibilities under those standards and the *State Compliance Audit Guide* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the state requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's government programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Guide will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about School's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *State Compliance Audit Guide* but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses or significant deficiencies, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or to detect and correct noncompliance with a state compliance requirement on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a state compliance requirement will not be prevented or detected and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a state compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control and compliance and the results of that testing based on the requirements of the *State Compliance Audit Guide*. Accordingly, this report is not suitable for any other purpose.

The image shows a handwritten signature in black ink that reads "Eide Sully LLP". The signature is written in a cursive, flowing style.

Ogden, Utah
November 21, 2023

[Back to Agenda](#)



DIRECTOR’S REPORT January 17, 2024

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.

ELA will empower students to become lifelong learners and inspiring leaders who know their actions today impact our tomorrows.

- Highlights
 - Our school raised \$13,830.76 for Hearts of Gold this year
 - Numbers are looking great for 24-25!
 - Current Families are asked to confirm by Jan
 - First pull of the lottery is on January 25th

EARLY LIGHT
ACADEMY

Early Light Academy - 2024-2025

Home	Accept/Decline Student	Lotto Center	Report Center	Email Center	School Settings	New Student Docs							
Administrative Interface2													
Applications	190												
Students Applied	222												
Siblings	51												
Accepted Students	0												
Confirmed Students	912												
Registered Students	0												
Declined Students	0												
Withdrawn Students	3												
		Group	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
		Applied	127	24	9	11	13	6	8	17	4	3	0
		Sibling Priority	34	0	2	2	2	3	1	3	2	2	0
		Accepted	0	0	0	0	0	0	0	0	0	0	0
		Confirmed	0	98	102	101	101	103	104	105	105	93	0
		Registered	0	0	0	0	0	0	0	0	0	0	0
		Declined	0	0	0	0	0	0	0	0	0	0	0
		Withdrawn	0	0	0	0	1	0	1	0	1	0	78
Get Admission Entries by Guardian Last Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z													

- Day in History- January 26 - (16th Century- Shakespeare)
- Reports
 - Next year’s school calendar - Draft to approve next month
 - Fee Schedule updates
- Land Trust Report
 - Current Year Review
 - Proposed 24-25

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Land Trust 2023-2024 Update (Total amount allocated \$149,866.25)

The purchase of the Language Arts curriculum happened on July 1, 2023, and implementation of the Tier 1 Core Literacy Program began in August of 2023. Adopted Tier 1 curriculums included Wonders in K-5 and Studysync in 6-9. Teachers are expected to teach the selected curriculum with fidelity. This is being accomplished with support of our Instructional coach, Literacy Director and Team, as well as Co-Teaching Coaches. MOY RISE Interim Data and EOY Summative RISE data will be analyzed to determine baseline with which to then determine future growth goals. All money allocated was spent for this purpose.

Proposal for 2024-2025 School Year (Proposed amount to be allocated \$148,843.96)

Proposed Goal 1: We will improve student outcomes in State end-of-year RISE assessments over the next 3 years with a goal to increase an additional 1% each year in the area of Language Arts.

Academic Areas:

- Language Arts
- Technology
- Engagement

Action Plan Steps:

- Accreditation showed Student Engagement has become a major factor affecting student learning and growth. While implementing the new Utah English Language Arts Core standards, we have identified the need to replace “Aged-out” technology to support state-approved curriculum that keeps us in compliance with legislation (such as SB 127) and, at the same time, technologically supports programs that engage our students in 21st-century learning opportunities.
- In addition, we have added a “Digital Literacy” Class for all grades K-6. This course covers subjects ranging from Typing Proficiency, Internet Safety, Correct Principles Regarding URL Research, and other related topics that prepare students for future school and career pathways.
- “Aged-out” iPads (generation 5 and 6) need to be replaced with older Chromebooks (non-testable) to support the learning taking place in the Digital Literacy K-6 Special. These labs have been found to maintain usability with our current programs for much longer than the iPads, proving more cost-effective.
- “Aged-out” teacher iPads will be replaced with 9th Generation iPads for teachers to access their smartboards from all areas of the classroom.
- New Chromebooks, with 10-year testing capabilities, will be purchased to replace those computers moved to K-2 grade classrooms.

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ELA's ANNUAL GOALS 2022-2023
ELARISE

Goal Area	Specific Indicators
#1- Own and Share our Story	<ul style="list-style-type: none"> ● Increase enrollment to 975 (Exceeded at 1010) ● History made visible on our campus ● Complete marketing plan <ul style="list-style-type: none"> ○ Storybrand ○ Mural design ● Increase Social Media/Community Presence ● Conduct Market Analysis
#2- Build Instructional Capacity and Professional Excellence of ELA Educators	<ul style="list-style-type: none"> ● Meeting Key Performance Indicators on Evals ● Accountability (YLP, PGP's) ● Use ELEOT tool to measure student engagement ● Formalize PD Process ● Differentiation - Clear Expectations
#3- Deliver an ELA-branded Education: Academics	<ul style="list-style-type: none"> ● State goal: 60% of 1-3 graders making typical or above typical growth in reading ● State goal: 60% of 1-3 graders making typical or above typical growth in math ● Increase our state assessment achievement by 1% each year ● Co-taught classes established/continue support ● PLC data exploration leading to data driven instruction
#3- Deliver an ELA-branded Education: Culture	<ul style="list-style-type: none"> ● RISE ● PBIS expanded to 3-9 and staff - assess effectiveness of increasing positive behaviors ● Ideal Team Player common language ● Keep stakeholders informed ● Stakeholder Surveys ● School Safety Emphasis
#4- Financial	<ul style="list-style-type: none"> ● Enrollment goal: 1,000 ● Competitive Staff Compensation ● Days COH - end fiscal year at 140 days ● Review and Improve Insurance Benefits

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Early Light Academy Statement of Financial Position As of December 31, 2023

	Period Ending 12/31/2023	Period Ending 12/31/2022
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash		
Cash		
8111-06F-001 - ELA ZB OP	658,675	1,193,520
8112-06F-001 - ELA ZB Petty	14,209	43,322
Total Cash	672,884	1,236,842
Investments		
8120-06F-001 - PTIF - ELA	1,937,136	1,647,469
Total Investments	1,937,136	1,647,469
Operating Cash	2,610,020	2,884,311
Accounts Receivables	7,680	6,869
Other Current Assets	123,976	0
Total Current Assets	2,741,676	2,891,180
Restricted Cash	2,557,087	3,733,546
Net Assets		
Fixed Assets	20,230,528	18,836,397
Depreciation	(4,552,184)	(4,166,594)
Total Net Assets	15,678,344	14,669,803
Total Assets & Other Debits	20,977,107	21,294,529
Liabilities & Fund Equity		
Current Liabilities	36,828	34,625
Long-Term Liabilities	22,149,240	22,487,723
Fund Balance	(1,453,248)	(1,408,499)
Net Income	244,287	180,680
Total Liabilities & Fund Equity	20,977,107	21,294,529

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Early Light Academy
Statement of Activities
7/1/2023 - 12/31/2023
With Construction Costs

	Annual June 30, 2024 Budget	Year-to-Date Dec. 31, 2023 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	464,000	264,561	57.0 %
Revenue From State Sources	10,839,016	5,176,015	47.8 %
Revenue From Federal Sources	387,672	59,767	15.4 %
Total Income	11,690,688	5,500,343	47.0 %
Expenses			
Instruction/Salaries			
0121 - Salaries - Principals and Assistants	410,000	192,572	47.0 %
0131 - Salaries - Teachers	3,881,865	1,484,573	38.2 %
0132 - Salaries - Substitute Teachers	0	2,235	0.0 %
0142 - Salaries - Guidance Personnel	135,000	67,225	49.8 %
0152 - Salaries - Secretarial and Clerical Personnel	233,720	97,507	41.7 %
0161 - Salaries - Teacher Aides and Para-Professionals	768,922	346,611	45.1 %
0162 - Salaries - Media Personnel – Non-Licensed	45,000	23,058	51.2 %
Total Instruction/Salaries	5,474,507	2,213,781	40.4 %
Employee Benefits			
0220 - Social Security	662,577	200,207	30.2 %
0230 - Local Retirement	147,295	57,631	39.1 %
0240 - Group Insurance	70,720	19,750	27.9 %
0270 - Industrial Insurance	0	3,080	0.0 %
0280 - Unemployment Insurance	0	19,108	0.0 %
0290 - Other Employee Benefits	739,200	278,596	37.7 %
Total Employee Benefits	1,619,792	578,372	35.7 %
Purchased Prof & Tech Serv			
0320 - Professional - Educational Services	374,240	128,898	34.4 %
0330 - Professional Employee Training and Development	41,800	5,899	14.1 %
0340 - Other Professional Services	90,332	53,967	59.7 %
0345 - Business Services	380,000	223,950	58.9 %
0350 - Technical Services	55,700	60,126	107.9 %
Total Purchased Professional & Technical Services	942,072	472,840	50.2 %
Purchased Property Services			
0410 - Utility Services	175,000	8,731	5.0 %
0423 - Custodial Services	0	81,244	0.0 %
0424 - Lawn Care Services	0	12,831	0.0 %
0430 - Repairs & Maintenance Services	75,700	40,186	53.1 %
0432 - Technology Related Repairs & Maint.	0	118	0.0 %
0433 - Custodial Services	150,000	0	0.0 %
0441 - Rental of Land & Buildings	3,500	0	0.0 %
0442 - Rental of Equipment & Vehicles	36,000	15,218	42.3 %
0450 - Construction Services	320,000	598,502	187.0 %
0490 - Other Purchased Property Services	235,700	2,380	1.0 %
Total Purchased Property Services	995,900	759,210	76.2 %

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Early Light Academy
Statement of Activities (continued)
7/1/2023 - 12/31/2023
With Construction Costs

	Annual June 30, 2024 Budget	Year-to-Date Dec. 31, 2023 Actual	% of Budget
Other Purchased Services			
0513 - Student Transportation Services - Commercial	13,000	4,656	35.8 %
0518 - Student Day Trips/Field Trips (includes Admission Charge)	10,300	1,247	12.1 %
0521 - Property Insurance	65,000	67,648	104.1 %
0522 - Liability Insurance	1,500	0	0.0 %
0530 - Communication (Telephone & Other)	20,000	9,136	45.7 %
0540 - Advertising	10,500	7,770	74.0 %
0570 - Food Service Management	330,350	154,241	46.7 %
0580 - Travel/Per Diem	7,500	1,746	23.3 %
Total Other Purchased Services	458,150	246,444	53.8 %
Supplies & Materials			
0610 - General Supplies	201,500	113,415	56.3 %
0610-001 - Furniture and Fixtures (not capitalized)	0	11,742	0.0 %
0621 - Natural Gas	0	15,635	0.0 %
0622 - Electricity	0	41,989	0.0 %
0641 - Textbooks	128,100	169,722	132.5 %
0642 - E-Textbooks / Online Curriculum	261,553	114,765	43.9 %
0644 - Library Books	20,000	0	0.0 %
0650 - Supplies - Technology Related	236,000	17,370	7.4 %
0670 - Software	50,000	8,533	17.1 %
0680 - Maintenance Supplies and Materials	49,645	13,810	27.8 %
0689 - Miscellaneous - Maintenance	18,000	0	0.0 %
Total Supplies & Materials	964,798	506,981	52.5 %
Property			
0710 - Land and Site Improvements	35,000	0	0.0 %
0730 - Equipment	75,000	17,549	23.4 %
0733 - Capitalized Furniture and Fixtures	0	69	0.0 %
0734 - Technology Related Hardware	15,000	36,263	241.8 %
Total Property	125,000	53,881	43.1 %
Debt Services & Miscellaneous			
0810 - Dues and Fees	50,020	17,425	34.8 %
0810-001 - UBTI Federal Tax	0	3,600	0.0 %
0830 - Interest	1,056,513	522,263	49.4 %
0840 - Redemption of Principal	360,000	360,000	100.0 %
0890 - Miscellaneous Expenditures	7,500	0	0.0 %
Total Debt Services & Miscellaneous	1,474,033	903,288	61.3 %
Total Expenses	12,054,252	5,734,797	47.6 %
Total Net Income	(363,564)	(234,454)	64.5 %

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Early Light Academy
Statement of Activities
7/1/2023 - 12/31/2023
Without Construction Costs

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Income			
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0441 - Rental of Land & Buildings	3,500	0	0.0 %
0442 - Rental of Equipment & Vehicles	36,000	15,218	42.3 %
0450 - Construction Services	0	0	187.0 %
0490 - Other Purchased Property Services	235,700	2,380	1.0 %
Total Purchased Property Services	675,900	160,708	23.8 %

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Early Light Academy
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0890 - Miscellaneous Expenditures	7,500	0	0.0 %
Total Debt Services & Miscellaneous	1,474,033	903,288	61.3 %
Total Expenses	11,734,252	5,136,295	47.6 %
Total Net Income	(43,564)	364,048	(835.7) %

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CHARTER AGREEMENT

This **Charter Agreement** (hereafter “Charter” or “Agreement”) is entered into pursuant to U.C.A. §53G-5-102 and §53G-5-508, on this 10th day of May 2018 by and between the Utah State Charter School Board, (hereafter “SCSB” or the “Charter school authorizer,” pursuant to §53G-5-202(1)(a) or just “Authorizer”), and Daybreak Parents for Academies (the “Applicant(s)”), (together collectively, the “Parties”) to operate the Early Light Academy at Daybreak (the “Charter School” or “School”), a public Charter school under Charter Schools U.C.A. §53G-5-101, *et seq.*

WITNESSETH:

WHEREAS, the State of Utah (the “State”) enacted statute permitting Charter Schools, codified as U.C.A. §53G-5-101, *et seq.*, with the intent of serving the needs of free public education in both elementary and secondary schools; and

WHEREAS, the statute duly authorized Charter Schools are deemed to be public schools¹ subject to the leadership, supervision, regulation, and oversight of the SCSB and the Utah State Board of Education (“USBE”); and

WHEREAS, pursuant to U.C.A. §53G-5-304, the SCSB has the authority and is recognized to be an “authorizer” otherwise empowered to establish charter schools in the State and to enter into Charter Agreements pursuant to U.C.A. §53G-5-303, with approved Applicants setting forth the terms and conditions under which the Charter School is to operate; and

WHEREAS, Applicant(s) submitted an application (together with attachments and addenda, the “Application”) to establish a Charter School pursuant to U.C.A. §53G-5-302; and

WHEREAS, the Application was approved pursuant to U.C.A. §53G-5-304 by the SCSB, and the USBE on or before March 19, 2009; and

WHEREAS, the Parties hereto now enter into this Charter Agreement, agreeing to be legally bound thereby, and to establish meaningful benchmarking of performance and outcomes of the education process including developing as part of this Agreement clear, measurable performance standards and operational minimum standards which will be regularly reviewed by the Charter School’s Governing Board and by the SCSB as provided herein for evaluative, accountability, and monitoring purposes²; and

WHEREAS, the Charter School, through its Governing Board, may request technical assistance from the SCSB in any area, including curriculum matters and financial concerns³, however, in no event is the USBE, or the SCSB responsible for any financial or technical support provided other than the funding and technical assistance as expressly required

¹ U.C.A. § 53G-5-401(1)(a).

² U.C.A. §53G-5-202

³ U.C.A. §53G-5-202

by law, nor are the USBE, or the SCSB responsible for the outcome or the liability associated with any decision the Charter School makes based on such assistance; and

WHEREAS, the Parties recognize and agree that the Legislature may amend the Act or any other governing or applicable statute and the USBE may promulgate rules which shall be binding on the Parties as to matters agreed to hereto and such amendments to statutes, or rules shall automatically become part of this Agreement and amend or supersede anything that has otherwise been agreed to herein.

NOW, THEREFORE, in consideration of the mutual covenants, representations, warranties, and agreements contained herein, and the recitals provided above, the Parties hereby agree as follows:

SECTION 1. ESTABLISHMENT OF THE CHARTER SCHOOL

- 1.1 The Charter School. The SCSB, as an Authorizer under U.C.A. §53G-5-202(1)(a) hereby authorizes Applicant to establish a charter school pursuant to the Act and this Charter Agreement.
- 1.2 Charter Agreement⁴. This Charter Agreement is a legally binding document⁵ and consists of this signed Agreement, including all attachments, specifically, Exhibit “A,” and all applicable State and Federal statutes, regulations, and rules, as each may be amended from time to time. In addition, incorporated by reference are all USBE rules unless specifically waived pursuant to U.C.A. §53G-5-405.

For purposes of interpretation, these governing authorities shall be construed consistently but in case of a conflict, they shall be given precedence in the following order: first, State and Federal statutes and regulations; then USBE rules and SCSB policies; then this Agreement including all exhibits and attachments.
- 1.3 Compliance with Laws, Regulations, and Rules. The Charter School, through its Governing Board, shall comply with all applicable state and federal laws, regulations, and rules⁶. Neither the SCSB nor the local board of education assumes the duty to oversee the operations of the Charter School except as may otherwise be provided by law or separate contract.
- 1.4 Other Rules. The USBE or its designees are authorized by statute to develop and implement additional rules for administering Utah’s charter schools program.⁷ Such new or additional rules are incorporated herein by reference and all amendments thereto, with or without notice, when they are duly enacted or promulgated as provided by law.⁸

⁴ U.C.A. §53G-5-303

⁵ U.C.A. §53G-5-304 and U.C.A. §53G-5-401(1)(c)

⁶ U.C.A. §53G-5-303(2)(f)

⁷ U.C.A. §53G-5-202(1)(b),

⁸ See e.g., §53G-5-302(3); §53G-5-503(2)(a); §53F-2-702; §53G-5-304; §53G-6-704; 53F-2-705; 53G-5-406.

- 1.5 Maintain High Standards. The SCSB commits to maintaining high standards for the charter schools it authorizes; overseeing charter schools that, over time, meet the performance standards and targets on a range of measures and metrics set forth in this Charter Agreement; and closing schools that fail to meet standards and targets set forth in law and Agreement
- 1.6 Monitoring and Oversight.⁹ To permit the SCSB as the Authorizer hereunder to fulfill its monitoring and oversight functions under the Act, U.C.A. §53G-5-202(1)(c), and ensure that the School is in compliance with all applicable laws, regulations, rules, and the terms and conditions of this Agreement¹⁰, the Charter School agrees to fully support SCSB's oversight and monitoring responsibilities including responding to all timely requests for reports,¹¹ audits,¹² formal and informal investigations, formal and informal visits and inspections of books and records of the Charter School.¹³ SCSB will use best efforts in exercising its oversight function to secure and review information or records that have been previously submitted by the Charter Schools to relieve administrative cost associated with duplicate requests.

SECTION 2. OPERATION OF SCHOOL

- 2.1 Mission Statement. The Charter School shall be operated by the School's Governing Board,¹⁴ pursuant to its mission statement, set forth in Exhibit A.
- 2.2 Governance. The Charter School shall be governed by a Governing Board.¹⁵ The Governing Board of the charter school shall have the authority, as established in its articles, bylaws and this Agreement to decide matters related to the operation of the Charter School and shall have final responsibility for the academic and operational performance of the Charter School. Nothing herein shall prevent the Governing Board from delegating decision-making authority for policy and operational decisions to officers, employees, and agents of the Charter School but ultimate responsibility for and oversight of any such delegated authority shall remain at all times with the Governing Board.
- 2.3 Compliance. The Governing Board shall institute policies and programs to ensure compliance with the terms and conditions of this Agreement as well as compliance with all governing laws, regulations, and rules.¹⁶

⁹ U.C.A. §53G-5-202 (1)(c)

¹⁰ Id.

¹¹ U.C.A. §53G-5-404 (5)(b)(ii), and U.C.A. §53G-5-404(4)(a)

¹² U.C.A. §53G-5-404(4)(b)

¹³ U.C.A. §53G-5-404(5)(b)(iii)

¹⁴ U.C.A. §53G-5-401(1)(c), and U.C.A. §53G-5-302(2)(a)

¹⁵ U.C.A. §53G-5-302(2)(b), and U.C.A. §53G-5-401(1)(c)

¹⁶ U.C.A. §53G-5-404(3).

2.4 Public Entity. When authorized and with the signing of this Agreement the Charter School becomes a “public school within the state’s public education system,” U.C.A. §53G-5-401(1)(a). As a public school under the Act, the School is subject to and must abide by all laws, regulations, rules, and policies otherwise effecting such public schools.¹⁷

2.5 School Autonomy.

- a. The SCSB will honor and preserve core autonomies crucial to the Governing Board’s success, including:
 - 1) Hiring and managing personnel, except as otherwise provided herein¹⁸;
 - 2) Establishing a unique school culture;¹⁹
 - 3) Establishing instructional programming, design, and use of time; and
 - 4) Control of essential budgeting.
- b. The SCSB assumes responsibility for holding the Governing Board accountable for the School’s performance as directed by law, rule, and Agreement;²⁰
- c. The SCSB will use best efforts to collect information from the Charter School in a manner that minimizes administrative burdens on the school, while ensuring that performance and compliance information is collected with sufficient detail and timeliness to protect student and public interests;²¹ and
- d. The SCSB will bi-annually review its own compliance requirements, policies, and procedures and evaluate the potential to increase school autonomy based on flexibility in the law, streamlining requirements, demonstrated school performance, or other considerations.²²
- e. The SCSB shall review all leases, lease purchase agreements or other contracts or agreements relating to an authorized Charter School’s facilities or financing of the charter schools facilities along with the charter schools attorney before the lease, agreement, or contract is entered into.²³

2.6 Board and School Transparency. The Governing Board agrees to have a website with the content requirements found in R277-482, Utah Administrative Code, posted at least 180 days prior to the opening day of school. In addition, the SCSB requires the website contain links to school data and accountability reports maintained on other websites (e.g., student assessment, audited financial statement, etc.); links to Governing Board meeting dates, agendas, and minutes; and reports created by the Governing Board to provide

¹⁷ U.C.A. §53G-5-404(3)

¹⁸ U.C.A. §53G-5-407

¹⁹ U.C.A. §53G-5-302(2)(a)

²⁰ U.C.A. §53G-5-202(1)(b)

²¹ U.C.A. §53G-5-406

²² U.C.A. §53G-5-202

²³ U.C.A. §53G-5-404(9)

evidence of how the Charter School performed compared to the assurances and school accountability measures in this Charter Agreement.

- 2.7 Reporting. The Charter School's Governing Board shall submit such reports as required by state and federal law, this Charter Agreement, and as may be requested by the SCSB.²⁴

SECTION 3. SCHOOL FINANCIAL MATTERS

- 3.1 Fiscal Year. The fiscal year of the Charter School shall begin on July 1 of each calendar year of the term of this Charter and shall end on June 30 of the subsequent calendar year.

- 3.2 Insurance/Bonding²⁵

- a. Pursuant to U.C.A. § 63G-7-604(4) and Rule 37-4, U.A.C, the Charter School Governing Board shall obtain and maintain insurance through the Utah State Division of Risk Management or other suitable insurance carrier (with a general policy holder rating of not less than A and a financial rating of AAA as rated in the most current available "Best Guide" Insurance Report) coverage to insure against all claims up to and including the limitation of judgements established by statute and rule. Such coverage shall include but not be limited to:
- 1) General liability;
 - 2) Employee dishonesty bond;
 - 3) Workers' compensation, as specified by federal law;
 - 4) Comprehensive/collision consistent with cash values of vehicles if applicable;
 - 5) Liability insurance specific to the School's Governing Board's financial officer or treasurer or business administrator consistent with coverage designated in USBE rule.
- b. SCSB shall be named as an additional insured under any and all general liability insurance policies required by this section.
- c. The provisions of sub-paragraph 3.2 a., above, shall not preclude any Charter School from obtaining liability insurance coverage in addition to or in excess of the requirements stated in this section.
- d. Written proof and copies of required insurance policies shall be provided to the SCSB at least 90 days prior to the initial opening of school. The policies shall be maintained by the SCSB with this Agreement. The School's Governing Board shall provide the SCSB with certificates of insurance as provided herein annually within thirty days of the insurance purchase or renewal.

²⁴ U.C.A. §53G-5-303(2)(f)(ii)

²⁵ U.C.A. §53G-5-404(8)

SECTION 4. CHARTER REVIEW

- 4.1 Reviews. In keeping with the requirements of U.C.A. §53G-5-202(1)(b) the SCSB will perform at least an annual review (more often as the need arises as determined by the Authorizer) and evaluation of the performance of the Charter School and hold the Charter School accountable for its performance. To facilitate the annual or any other review the School shall maintain the necessary records to provide the following:
- a. Annual Performance Report.²⁶ In keeping with the purpose of the Utah Charter Schools Act, the State Charter School Board will produce for public distribution an annual report that provides clear, accurate, performance data for the Charter School according to the frameworks set forth by the SCSB, and those found in Exhibit “A,” as well as reporting overall portfolio performance.
 - b. Documentation. The Governing Board shall maintain all documents used to determine and support data used to prepare the annual report provided in subsection 4.1 a., and shall submit such additional documents as the SCSB may request.
- 4.2 Review Process. The Charter School review process will be guided by the following core 4.3 questions, and by the purposes, and School Accountability Measures found in Exhibit “A”:
- Is the School’s academic quality successful as represented publicly and as described herein?
 - Is the School’s organizational structure, governance, and financial position viable and sustainable?
 - Have there been any material misrepresentations made to the Authorizer or the public?
 - Is the School demonstrating good faith in following the terms of its Charter Agreement and all other applicable laws, regulations, and rules?
- 4.3 Intervention. The SCSB will establish and make known to the Governing Board, consistent with USBE rule,²⁷ the general conditions that may trigger a “Notice of Concern,” “Letter of Warning,” or “Probation,” as provided below. The SCSB will provide to the Governing Board clear, adequate, evidence-based, and timely notice of law, rule, regulation, or Charter Agreement violations, or performance deficiencies and allow the Governing Board reasonable time and opportunity for remediation in non-emergency situations. Where intervention is needed, the SCSB will engage in intervention strategies that preserve Governing Board autonomy and responsibility (i.e., identifying what the school must remedy without prescribing solutions), but may take additional action as the circumstances, and exigencies dictate.

²⁶ U.C.A. §53G-5-202(1)(b)

²⁷ U.C.A. §53G-5-501(5)

- a. Notice of Concern. Staff may issue a “Notice of Concern” addressed to the Governing Board outlining areas of concern.
- b. Letter of Warning. SCSB may direct staff to issue a “Letter of Warning” addressed to the Governing Board identifying deficiencies and providing a timeline by which the deficiencies shall be remedied. The terms of the letter and the consequences associated with the warning will be those found in the letter. In addition, the SCSB may provide focused support to the Charter School, including assigning a mentor and on-site monitoring.
- c. Probation. SCSB may direct staff, before termination of this Charter Agreement for a material breach thereof, to place a School on “Probation” for such period of time, up to one year, or such other time period as may be appropriate or established by rule, necessary for the School to be able to establish its ability to comply with all of the terms and conditions of this Agreement and all controlling laws, regulations and rules. The SCSB will provide notice of such probation and the terms of that probation in a letter provided to the Governing Board. In addition, the SCSB may provide focused support to the Charter School, including assigning a coach, providing professional development, and analysis of monthly written updates provided by the Charter School governing board and key administrators.
- d. Additional Actions. In addition to a Notice of Concern, Letter of Warning or Probation, and where the Charter School has not remedied deficiencies within the timeframes established by the SCSB, the SCSB may pursuant to U.C.A. §53G-5-501:
 - 1) remove a Charter School director or financial officer, or their equivalent positions, and without consideration of the School’s corporate formalities;²⁸
 - 2) remove a governing board member, without consideration of the School’s corporate formalities;²⁹ or
 - 3) appoint an interim director, who will replace or act in the place of the director, or mentor to work with the Charter School.³⁰
- e. Termination of Charter. SCSB may terminate this Charter for those reasons provided in state law, USBE rule, or for material breach of this Agreement³¹ subject to the right of appeal as provided in U.C.A. §53G-5-503.

In addition, the Governing Board may voluntarily terminate this Agreement.³² In the case of any termination whether it is voluntary, or initiated by SCSB action, and after the settlement of all outstanding obligation from the assets on hand, there is a presumption

²⁸ U.C.A. §53G-5-501(2)(a)(i)

²⁹ U.C.A. §53G-5-501(2)(a)(ii)

³⁰ U.C.A. §53G-5-501(2)(a)(iii)

³¹ U.C.A. §53G-5-503

³² U.C.A. §53G-5-504(c)

that the property of a School shall revert to the SCSB.³³ A School may defeat the presumption of SCSB ownership with documentation that the School purchased the property with private funding, and compelling documentation exists that the School or its founders or directors were never reimbursed from public funds.

SECTION 5. MISCELLANEOUS

- 5.1 Indemnity. The Charter School agrees to indemnify and hold harmless the USBE, SCSB, and local boards of education, their officers, agents, employees, successors and assigns from all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from any action of the Charter School caused by any intentional or negligent act or omission of the Charter School, its officers, agents, employees, and contractors.
- 5.2 Assignment. Assignment of this Agreement or a significant part of the assets of the School, or any part of its operation, to another entity, related or not, is deemed an amendment and is effective only if the amendment is done pursuant to Section 5.3.
- 5.3 Amendment. This Agreement may be amended by the mutual agreement of the SCSB and the Governing Board. Any such amendment must be made in writing and signed by the appropriate representatives of the SCSB and the Governing Board. In the case of any proposed amendment the Governing Board shall immediately submit in writing, to the SCSB and the local board of education in which the School is located, notice of any proposed changes to the Application, Agreement, or the representations or conditions contained in the original Application. The SCSB reserves the right to reject any proposed changes to this Agreement once the Application has been approved and this Agreement has been signed.
- 5.4 Notice. Any notice required or permitted under this Agreement shall be delivered by way of registered mail, return receipt requested as follows:

To Charter School:

Early Light Academy at Daybreak
Attention: Governing Board
11709 Vadiana Dr.
South Jordan, UT 84009

To SCSB:

State Charter School Board
Attention: Executive Director
250 E. 500 S.

³³ U.C.A. §53G-5-504(6)(a)

PO Box 144200
Salt Lake City, Utah 84114-4200

- 5.5 Status of Parties to Charter. This Charter is not intended to create and shall not be interpreted to create employer-employee, contractor-subcontractor, or principal-agent relationships between or among any party or parties to this Agreement. “Parties,” for purposes of this paragraph only, include the parties to this agreement as well as the USBE and the local board of education. No officers, employees, agents, or subcontractors of the Charter School shall be considered officers, employees, agents, or subcontractors of the local board of education, and nothing herein shall entitle any individual with any property right or interest.
- 5.6 Severability. If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless the Charter is terminated. In addition, to the extent any portion of the Agreement, or the Charter School’s articles of incorporation or bylaws, violate any applicable state or federal law in the future, or are found by any court to be invalid, illegal or unenforceable, then such portion shall be severed, and the remaining portion shall remain in full force and effect until the Governing Board is able to amend their Agreement, articles of incorporation, or bylaws to comply with such applicable law or court ruling.
- 5.7 Non-Endorsement. The Governing Board acknowledges that the granting of a Charter Agreement in no way represents or implies endorsement by the SCSB of any particular method used by the Charter School or its agents; nor does this Agreement constitute a guarantee by the SCSB of the success of the Charter School in providing a learning environment that shall improve student achievement.
- 5.8 Legislative Action. This Agreement and any amendments to it are subject to applicable state and federal laws, and shall be deemed amended to reflect applicable changes to those laws. Upon repeal of the statutes authorizing charter schools, this Charter Agreement is null and void.
- 5.9 Waiver. No waiver of any breach of this Agreement shall be held as a waiver of any other or subsequent breach.
- 5.10 Governing Law. This Agreement shall be governed by, subject to and construed under the laws of the State of Utah. Jurisdiction shall be deemed appropriate in any State Court of competent jurisdiction in the State of Utah. Should any action be brought to enforce any provision of this Agreement the substantially prevailing party shall be entitled to an award of its costs and attorneys fees.
- 5.11 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. For purposes hereof, a facsimile copy of this Agreement, including the signature pages hereto, shall be deemed to be an original.

STATE CHARTER SCHOOL BOARD



By: Kristin Elinkowski
Board Chair of the State Charter School Board

EARLY LIGHT ACADEMY AT DAYBREAK



Board Member³⁴



Board Member



Board Member



Board Member



Board Chair:

Date of Board resolution (copy of Resolution attached):

³⁴ U.C.A. §53G-5-303(2)(j)

Exhibit A

1. Name of the charter school: **The Early Light Academy at Daybreak**
2. Charter school applicant: **Daybreak Parents for Academies**
3. Location: The charter school shall be established in **South Jordan**, located within the **Jordan School District**, which is material to its authorization.
4. Mission statement: **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 student from the Stone Age to the Space Age, the Information Age and beyond.**

Vision statement: ***Understanding history sheds light on our future. Our actions today will impact our tomorrow.***

5. Purpose(s) of the charter school:

A. Continue to Improve Student Learning. At the Early Light Academy (“ELA”) we strive to improve student learning by creating a learning environment which encourages inquiry, supports comprehension, and develops mastery. ELA emphasizes historical inquiry which necessitates active thinking from our students, engaging them in the journey that is education while becoming familiar with the significant events and individuals of the past, identifying patterns of change over time, assessing the relevance of evidence and analyzing the relationship of the past to the present. Careful consideration of historical fact promotes critical thinking skills. Such engagement encourages each student to take responsibility for learning, providing ELA students with the skills for a smooth transition into high school as well as the motivation for life-long learning and responsible citizenship. At ELA our curricular emphasis enables students to acquire this solid foundation over a broad range of disciplines, improving student learning with each year expanding their basic knowledge in the Sciences, the Arts, and the Humanities to progress to higher level skills.

B. Encourage the Use of Innovative Teaching Methods. ELA emphasizes new and innovative teaching methods through professional development and mentoring to nurture an active community of learners. ELA courses use visualizations to make abstract concepts and complex ideas more accessible for students, creating a media-rich learning environment. We believe that a multi-sensory approach to teaching, aids our students in discovering and maximizing their unique learning styles, enriching their educational experience to foster a love of learning.

C. Create New Professional Opportunities for Educators. Teachers collaborate and mentor one another in smaller groups organized by grade level and/or specific subject. Individual and collaborative professional development time is provided to each teacher and built into the schedule to ensure these meetings happen on a consistent and timely basis. Our philosophy is that ample professional development activities, administrative support, opportunities to provide guidance and feedback in instructional practices, research-based review of best practice and instructional goals, and a culture of collaboration all serve to create a strong learning community dedicated to professional excellence and student achievement.

D. Establish New Models That Emphasize Measurement with Creative Tools. ELA seeks the best and most effective in teaching methods and models, incorporating research based innovations consistent with the improvement of instructional learning outcomes and in line with our philosophies, curricular emphasis, and goals. Under the direction of the ELA Governing Board, the Director is tasked with the responsibility to lead the faculty in any academy-wide review processes, using scheduled staff meetings and professional development to create an effective dialogue with faculty for this purpose. We

emphasize the development of systems of communication, review and accountability that lead to continued, repeatable success for students, faculty, and administrators.

F. Provide Opportunities for Greater Parental Involvement. We understand not only the value of, but the necessity for parental involvement. There is no true creation of a learning community without the participation of the parent/guardian who may provide essential information and support for student learning and progress. Parents/guardians can support instructional activities in the classroom under the direction of the teacher to enhance student learning. ELA recognizes that individual parent experience, expertise, and feedback are necessary and valuable assets. Every parent/guardian is a member of our school community and is encouraged to be actively involved.

6. Key elements of the charter school:

A. History is the chosen curricular emphasis.

B. ELA curriculum emphasizes historical inquiry. School-wide expectations include infusing historical context and literacy skills across disciplines.

C. All students K-9 will participate in History/Social Studies classes every year and demonstrate acquired knowledge through formative/summative assessments as well as appropriate unit projects.

D. The School Director initiates school-wide reflective dialogue to review data from curriculum-based formative and summative assessments, as well as data gathered from state mandated assessments. Analysis of the data promotes a research-based approach to the change or amendment of best practice.

E. The Director uses scheduled faculty meetings to support student outcomes in all content areas, including history and social studies, at both the elementary and secondary levels.

F. All licensed teachers create and maintain a Professional Development Portfolio containing annual professional development goals and specific plans for meeting them.

G. Reading and Math instruction occurs in both grade level and ability level groups and curriculum based assessments help determine student placement.

H. Students not making appropriate progress are given additional intensive instruction in alignment with the MTSS model, including tiered behavior and academic interventions.

I. Students and parents are invited to participate in conferences 2-3 times per year to review progress toward mastery of Utah Core standards and objectives.

J. Parents/guardians provide the ELA Governing Board and the Director feedback for school improvement by participating in an annual Academy assessment/satisfaction survey.

K. Secondary courses follow all Utah Core state requirements and, whenever possible, are aligned with the local school district requirements.

L. Parents are encouraged to serve a minimum of 25 volunteer hours per academic year per family.

M. ELA maintains a large enough student population to offer all programmatic elements listed in the approved charter.

N. ELA does not offer distance or online education, as it is defined by the Utah State School Board.

7. School year start: **2009-2010**

8. Grade levels and maximum enrollment:

Operational Years	Grades	Maximum Enrollment
2009-2010	K-8	675
2010-2015	K-9	750
2015-2016	K-9	1030 (amended)
2016 and beyond	K-9	1030

9. Enrollment preferences may be provided for one or more of the following:

- A. children or grandchildren of founding parents
- B. children or grandchildren of the governing board
- C. children of school employees
- D. siblings of students currently or previously enrolled

10. Structure of governing board:

- A. Number of board members: **5-7**
- B. Appointment of board members: **By application; selected by a vote** of the Governing Board. At least 25% of governing board members shall be parents of students currently attending the school.
- C. Board members' terms of office: **Four years, renewable.**
- D. Meetings: **Regularly;** not fewer than **6** per year.

11. Administrative rules waived (if applicable): **None**

12. Additional school specific standards used to assess School Achievement in the Charter School Performance Standards:

Measure	Metric	Targets			
		Exceeds	Meets	Does Not Meet	Falls Far Below
Mission Specific	<i>School-wide history focused days/events/etc.</i>	<i>More than 3 events</i>	<i>2-3 events</i>	<i>1 event</i>	<i>0 events</i>
Relative Academic Performance	<i>Students will demonstrate proficiency in each state tested subject, as measured by state summative testing.</i>	<i>≥15% above State metrics</i>	<i>≥ State metrics</i>	<i>< State metrics</i>	<i>>10% below State metrics</i>
Student Academic Gain	<i>3rd graders will be at or above reading grade level after 3 FAY as measured by State reading assessments, such as DIBELS</i>	<i>≥80%</i>	<i>≥70%</i>	<i>≤69%</i>	<i>≤50%</i>

13. State Accountability: As defined by statute and implemented by the Utah State Board of Education by rule or Federal plan.

14. Student Engagement: Defined by the SCSB, as required by rule and statute. School will be held to the approved Charter School Performance Standards (subject to update and revision).

15. Financial and Governance Measures: Defined by the SCSB, as required by rule and statute. School will be held to the approved Charter School Performance Standards (subject to update and revision)

[Back to Agenda](#)

Early Light Academy Board Meeting Minutes

Wednesday, November 15, 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, Matt Mouritsen, 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

8:36 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund

There was no PUBLIC COMMENT.

REPORTS

- **Administration**
 - ✓ *Director Report* – Stephanie Schmidt highlighted the recent and upcoming events including Red Ribbon Week/Spirit Week, Halloween parade and dance, Veteran’s Day assembly (3 different programs), and Cultural Fair. The kindergarten playground is finally done! We had a ribbon cutting ceremony and all grades were able to play on it. Director Schmidt also reported on other recent things happening at the school including the CNP audit, school report card, new 2nd grade teacher (ELA alum), and a shout out to Darci Cordero. She leads the state SEED cohort assessments.
- **Board of Directors**
 - ✓ *Financial Update* – Brett Crockett started by asking Erin to review the financials. Erin Winterton reviewed the balance sheet as of October 31st. The is almost \$2 million in the PTIF account gaining about 5% interest. Erin reviewed the statement of activities as of October 31st both with and without the construction costs. We are about 33% of the way through the year. Erin highlighted some of the areas that are trending up or down. Without the construction costs the school is showing a total net income to date of \$128,089. Stephanie stated that the school is good hands She appreciates working with Erin and she is very detail oriented. Erin also added

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

that Stephanie, she is very conservative and cares very much about the financial state of the school.

CONSENT ITEMS

- October 18, 2023 Board Meeting Minutes – There was no further discussion. **Jenn Lund made a motion to approve the consent items. Brett Crockett 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.**

VOTING ITEMS

- PTIF Resolution – Erin Winterton stated that any time there are changes in board members or the principal, we need to re-approve a new PTIF board resolution. For this new resolution, we want to add Brett Crockett as the Board Financial Coordinator, Stephanie Schmidt as the Executive Director and Cathie Hurst who is AW's Controller. Erin explained that since she does the financials, it's good to have a different person have access to this account so that we have clear separation of duties.
- Rescind Reuse and Disposal of Textbook Policy – Stephanie Schmidt stated that when a policy is no longer needed the board must rescind the policy. The law (Utah Code) that governs this policy was recently repealed at the legislative session, so the school no longer must follow those requirements. We are recommending that board rescind the policy and administrative procedures.

Jenn Lund made a motion to approve the following:

- ✓ **Approve the PTIF Resolution and**
- ✓ **Rescind the Reuse & Disposal of Textbooks Policy and administrative procedures.**

Brett Crockett 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.

BOARD TRAINING

- Charter School Board University – Matt Mouritsen reviewed the following chapters of Charter School Board University. Powerpoint included.
 - ✓ Chapter 6 – The Starting Line for your Board – The board exists to represent the owners (who are the taxpayers), ensure that the charter is being fulfilled and keep bad things from happening.

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- ✓ Chapter 7 – Governing vs. Managing – Governance is ensuring or “how well”. Management is executing or “how”. The board should oversee accountability. Holding the director accountable for how things are being done by asking yourself how well it is being done.
- ✓ Chapter 8 – What Governing and Parenting Have in Common – Matt reviewed the complexity of a school, and how boards can seek skills development and board development. There was a discussion how the board can manage themselves with governing vs. managing, speaking with one voice once a decision has been made and referring parents and staff members back to administration.

DISCUSSION ITEMS

- Calendaring Items – ALL
 - ✓ Next PreBoard Meeting – January 3rd – Rescheduled to January 5th
 - ✓ Holiday Social – January 12th @ Jenn’s House (potluck)
 - ✓ Next Board Meeting – January 17th – Start time moved to 10 a.m.
 - ★ Gratitude Breakfast for Eric @ 8:30 a.m. OPH
 - ✓ NCSC24 Boston MA – June 30 – July 3

9:38 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. Candice Mitchell 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.

9:57 AM – Jenn Lund made a motion to exit the CLOSED SESSION and ADJOURN. Brett Crockett 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.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

**Early Light Academy
Board of Directors
Closed Session Statement
Wednesday, November 15, 2023**

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



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 15 day of, November 2023, at South Jordan, Utah.



Jenn Lund
Board Chair

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



EARLY LIGHT
ACADEMY

**ELA Board of Directors Meeting
Wednesday, January 17, 2024**

Action Item: *Armitex Safety & Security Glass/Laminate*

Issue

In accordance with the school's purchasing policy, all invoices that exceed \$25,000 must be approved by the Early Light Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period.

Background

Early Light Academy hired School Safety Operations to do a formal safety assessment of our campus using their evidence-based safety assessment tools. One critical area they recommend we make focused improvements to is referred to as target hardening. Proposed improvements we are making include installation of shatterproof laminate on all interior and exterior windows or replacing windows with ballistic glass. Installing shatterproof laminate makes it exceedingly difficult for intruders to gain access, buying precious time for lockdown procedures and/or evacuation.

We have received USBE's School Safety and Support Grant which we have \$214,585 allotted for the safety glass/laminate. We are anticipating applying for a federal Safety Grant in the early spring. We have received bids for all three buildings from Armitex which total \$333,881.07. We will prioritize what we want to do with the laminate/ballistic glass up to an amount covered by the grant. It is proposed that the Board approve not to exceed \$335,000 to purchase shatterproof laminate and/or ballistic glass through Armitex, a state-contracted vendor. We will only purchase what we have been funded for through the USBE grant and hopefully we can get funded for the remainder through the federal grant in the spring.

Recommendation

It is recommended that the board approve the purchase of Armitex's Safety & Security Glass/Laminate not to exceed \$335,000.

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Armitek LLC

488 W 2000 S Bldg 7
 Orem, UT 84058 US
 +1 8016917100
 dustin@armitek.com

**Estimate**

ADDRESS
 Stephanie Schmidt
 Early Light Academy
 11709 Vadiana Drive
 South Jordan, Utah 84009 USA

SHIP TO
 Stephanie Schmidt
 Early Light Academy
 Building #A
 11709 Vadiana Drive
 South Jordan, Utah 84009 USA

ESTIMATE 1631
 DATE 11/30/2023
 EXPIRATION 01/31/2024
 DATE

SALES REP
 Holt Rowley

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	08 Mil Clear Security Film - Installation and Anchoring - (Building #A)	1	62,175.33	62,175.33
	Ballistic Glass (Level #6) (Building #A) (Main Office, Conference Center, Entrances and Exits) (93 Panels)	1	106,678.571	106,678.57
	Installation (Ballistic Glass) (Labor) (93 Panels)	1	22,130.63	22,130.63
	Trip Charge	20	95.00	1,900.00

South Jordan, Utah Project (Building #A) with 08 Mil Security Film for Early Light Academy.

60% Due when order is placed
 40% Due on day project is completed

Prices subject to change after field measurements and any changes made by customer

Estimate includes Materials, Labor, and Travel.

SUBTOTAL	192,884.53
DISCOUNT	-6,217.50
TAX	0.00
TOTAL	\$186,667.03

Accepted By

Accepted Date

Armitek LLC

488 W 2000 S Bldg 7
 Orem, UT 84058 US
 +1 8016917100
 dustin@armitek.com

**Estimate**

ADDRESS
 Stephanie Schmidt
 Early Light Academy
 11709 Vadiana Drive
 South Jordan, Utah 84009 USA

SHIP TO
 Stephanie Schmidt
 Early Light Academy
 Building #B
 11709 Vadiana Drive
 South Jordan, Utah 84009 USA

ESTIMATE 1633
 DATE 12/01/2023
 EXPIRATION 01/31/2024
 DATE

SALES REP
 Holt Rowley

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	08 Mil Clear Security Film - Installation and Anchoring - (Building #B)	1	47,712.50	47,712.50
	Ballistic Glass (Level #6) (Entrances and Exits) (16 Panels)	1	20,991.63	20,991.63
	Installation (Ballistic Glass) (Labor) (16 Panels)	1	5,460.57	5,460.57
	Trip Charge	10	95.00	950.00

South Jordan, Utah Project (Building #B) with 08 Mil Security Film for Early Light Academy.

60% Due when order is placed
 40% Due on day project is completed

Prices subject to change after field measurements and any changes made by customer

Estimate includes Materials, Labor, and Travel.

SUBTOTAL	75,114.70
DISCOUNT	-4,771.25
TAX	0.00
TOTAL	\$70,343.45

Accepted By

Accepted Date

Armitex LLC

488 W 2000 S Bldg 7
 Orem, UT 84058 US
 +1 8016917100
 dustin@armitex.com

**Estimate**

ADDRESS
 Stephanie Schmidt
 Early Light Academy
 11709 Vadiana Drive
 South Jordan, Utah 84009 USA

SHIP TO
 Stephanie Schmidt
 Early Light Academy
 Building #C
 11709 Vadiana Drive
 South Jordan, Utah 84009 USA

ESTIMATE 1634
 DATE 12/01/2023
 EXPIRATION 01/31/2024
 DATE

SALES REP
 Holt Rowley

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	08 Mil Clear Security Film - Installation and Anchoring (Building #C) (1st Floor)	1	24,350.25	24,350.25
	08 Mil Clear Security Film - Installation and Anchoring (Building #C) (2nd Floor)	1	5,287.25	5,287.25
	Ballistic Glass (Level #6) (Lunch Room, Entrances & Exits) (32 Panels)	1	43,548.21	43,548.21
	Installation (Ballistic Glass) (Labor) (32 Panels)	1	5,888.63	5,888.63
	Trip Charge	8	95.00	760.00

South Jordan, Utah Project (Building #C) with 08 Mil Security Film for Early Light Academy.

60% Due when order is placed
 40% Due on day project is completed

Prices subject to change after field measurements and any changes made by customer

Estimate includes Materials, Labor, and Travel.

SUBTOTAL	79,834.34
DISCOUNT	-2,963.75
TAX	0.00
TOTAL	\$76,870.59

Accepted By

Accepted Date