

Early Light Academy

Board Meeting Minutes

Wednesday, January 17, 2024

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

In Attendance: Jenn Lund, Candice Mitchell, Brett Crockett

Excused: Brian Christensen, Andrea Johnson

Others in Attendance: Stephanie Schmidt, Erin Winterton, Ken Jeppesen, Dawn Kawaguchi, Heidi Bauerle [via Zoom]



EARLY LIGHT
ACADEMY

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

10:18 AM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT. This was the first public comment period for the 2024-2025 School Fee Schedule and the Fee Waiver Policy.

REPORTS

- **Eide Bailly**

- *✓ Review FY23 Financial Statement* – Ken Jeppesen reviewed the standard letter which reiterates their independence with no adjustments or questions. The first report is the numbers. This was a clean (unmodified) opinion. The numbers are shown in three different ways. Ken reviewed the assets, liabilities, and net position. He compared the revenue and expenses for 2023 vs. 2022. Ken then reviewed the six notes including the summary of significant accounting policies, cash and investments, capital assets, long-term liabilities, concentrations, and benefit plan. Ken reviewed the budgeted to actual and the variances. There was no finding here. The second of the three reports is the Yellow Book (Internal Controls). This was also a clean report. The last report is what the state requires the auditors to look at which includes budgetary compliance, fraud risk assessment, cash management, Open and Public Meetings Act, internal control systems, and public education programs. This report was also clean. There were no further questions from the Board. *Ken Jeppesen was excused at 10:34 a.m.*

- **Administration**

- ✓ *Director Report* – Stephanie Schmidt highlighted the recent and upcoming invents including raising the most money ever for their Hearts of Gold fundraiser. Director Schmidt reviewed the returning students for the 2024-2025 and the lottery which will be pulled on January 25th. Our 2024-25 calendar draft is in process which will follow the JSD. It will be on next month's agenda for approval. Director Schmidt reviewed the 24-25 fee schedule which they are looking at increasing costs for the sports and the school play. These are due to the increasing costs of supplies, referees, and copyrights. The administration has asked teachers to look at costs to make sure that they have the right fee amounts.
 - ★ LAND Trust review of FY24 – All funds have been spent for this year.
 - ★ Review of proposed FY25 LAND Trust Plan – Director Schmidt reviewed the proposed goal, the academic areas they want to focus on and the action plan steps.

Director Schmidt also reviewed the annual goals and what they have been doing to achieve the goals.

- **Board of Directors**

- ✓ *Financial Update* – Brett Crockett stated that the finances are looking fantastic but asked Erin to give a deeper update. Erin Winterton reviewed the financials as of December 31st. There was \$100k transferred from the PTIF account to the operating account to cover some of the construction costs this month. Erin pointed out some of the changes that have been made this year which included line items under Employee Benefits, Purchased Property Services, Supplies & Materials and small miscellaneous areas. These areas will need to be re-allocated, so as of right now, they are not showing a budgeted amount. There was a discussion on the days cash on hand and what is a reasonable goal. Steph and Erin will work on that together.

BOARD TRAINING

- *Review Exhibit A* – Heidi Bauerle/Jenn Lund went over the charter agreement and Exhibit A. The Charter Agreement is the legal language and associated with the establishment of the School, the operation of the School, the financials and how the SCSB addresses concerns with the Board, etc. which all charter schools are held to. Exhibit A is what makes ELA unique and sets you apart from the traditional district schools. It is also what the SCSB, as your authorizer, holds you accountable. Heidi went through Exhibit A and gave a brief summary of what each line item signifies. The key elements are what ELA is! There was a discussion on ELA's competitive edge, culture, and achievement.

CONSENT ITEMS

- *November 15, 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

Candice Mitchell – Aye

Brett Crockett – Aye

Motion passed unanimously.

VOTING ITEMS

- Award IFB for Wrought Iron Fence Project (incl. concrete) – Stephanie Schmidt stated that the School received \$522k for the Safety Grant. She reviewed the items that they want to spend the funds on including a new PA system, shatterproof windows, fencing the perimeter of the school, training for staff, emergency backpacks for all staff with first aid kits (also include radios), and retrofitting classroom door locks. Director Schmidt stated that the wrought iron fence project cost was more than they anticipated due to keeping it up to fire code, placing the gates where we want them, and all the prep work not foreseen. She would like to table this item until next month. Director Schmidt is going to postpone some other purchases hopefully to be funded from another grant. Erin stated that this is a reimbursement grant so we may have to move over some funds from the PTIF upfront to pay for these and so Brett may have to authorize this later. Candice thanked Director Schmidt for making the safety of our students a priority. There was a discussion on where the fencing will be.
- Armitek Safety & Security Glass/Laminate – Stephanie Schmidt stated that this will be paid for with the grant in which we have allocated \$214,585. We do anticipate applying for another grant in the spring. The total bids received are from Armitek total approximately \$335k. This includes doing everything that we possibly could. Armitek knows that we are going to trim that down. Director Schmidt will be prioritizing these items and staying within the allocated cost but it is possible that we may reallocate some of the funds to add more glass if we need it and we don't want to come back to the board. Erin added that the budget needs to be approved in Utah Grants by January 31st. **Jenn Lund made a motion to table the Awarding of the IFB for Wrought Iron Fence Project including concrete and approve the purchase of Armitek's Safety & Security Glass/Laminate not to exceed \$335,000.** Candice Mitchell seconded the motion. The roll call votes were as follows:

Jenn Lund – Aye

Candice Mitchell – Aye

Brett Crockett – Aye

Motion passed unanimously.

DISCUSSION ITEMS

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

There was no CLOSED SESSION.

11:33 PM – Jenn Lund made a motion to ADJOURN. Brett Crockett seconded the motion.
The roll call votes were as follows:

Jenn Lund – Aye

Candice Mitchell – Aye

Brett Crockett – Aye

Motion passed unanimously.