

Leadership Learning Academy
Board Meeting Minutes
Monday, March 18, 2024



Location: Layton Campus, 100 W 2675 N, Layton, UT 84041

Zoom Link: Terry Capener, David Gray, Deb Hansen, Jimmy Sunlight, Chuma Uzoh (via Zoom)

Others in Attendance: Jared Buckley, Brad Taylor, Adam Ferrero (parent), Brandon Fairbanks, Dawn Kawaguchi

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

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

Minutes

2023-2024 Strategic School Plan

Schoolwide Unity & Collaboration “We Are CREW!”

Teacher & Staff Development

Fiscal Responsibility

Continue Growth & Maintain Literacy Proficiency

5:33 PM – CALL TO ORDER

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

PUBLIC COMMENT

- Adam Ferrero introduced himself as executive MBA (graduating in two months), a parent of a student here at LLA and his wife also works as a 2nd grade TA at the school. He is just here to learn. He also offered himself as a board member candidate if the opportunity arises.
- This was the second public comment period for the 2024-2025 School Fee Schedule and the Fee Waiver Policy.

REPORTS

- **Administration**
 - *State of the School* – Jared Buckley reported on the strategic plan and what has been going on at the school in the following areas:

- ✓ Schoolwide unity and collaboration by implementing the CREW program – We are focusing on the 5th graders and introducing something for them but preparing the current 5th graders for the 6th grade opportunities.
- ✓ Teacher and Staff development – We continue to implement CREW which is showing positive results.
- ✓ Fiscal responsibility – Our enrollment is looking good. There was a discussion on the possible addition and when the projected completed date will be. We are working on making our salary and benefit package competitive and robust. There was a discussion on ideas for compensating employees.
- ✓ Continue growth & maintain literacy proficiency – Celebrating Kim Evigner for winning the state excellence in science of reading award.
- ✓ Amended Equipment & Other Capital Assets Acquired with Federal Funds Administrative Procedures – Dawn stated that these procedures were created to track ESSER purchases but now we have included capital assets for all federal funding. Most federal funds are used on salaries with the exception of food services. Currently, equipment purchased over \$5k requires prior written approval but that is going to increase to \$10k at some point.
- ✓ Amended Religion and Education Administrative Procedures – The school currently has a Religion and Education Policy and admin procedures. It is now not a requirement to have a policy so we are going to rescind the policy today and we have updated the procedures.

➤ **Board of Directors**

- Review Financials – Jimmy Sunlight reviewed the financials as of February 29, 2024. He reviewed the statement of activities. We are about 67% through the school year. Items highlighted were 91% in revenue from local sources due to the continued increase to the PTIF interest rate, the 19% in revenue from federal sources is due to lag in food reimbursements and we are still applying for other reimbursements, but it will eventually catch up, 3,370.8% in property expense is due to the camera purchases which requires a spend first then reimburse for the safety grant. Once the School Safety Grant reimbursements come in, we will not show a negative net income. Jimmy also reviewed the statement of financial position compared to last year. He also pointed out the other credits is for the cell tower space rental. There was a discussion on using the extra funds in the PTIF for employee recognition and other ideas for to support employees.
- Board Facilities Committee Update – Chuma stated that he is working on the RFP for building addition. We will need to schedule an out of cycle meeting to approve it (electronic board meeting). There are also a bond and borrower’s counsel on the voting items.
- Review Board Calendar – Terry Capener asked if there were any questions on the board calendar. There were no questions.

BOARD TRAINING

- School LAND Trust Training Assurance – Terry Capener stated that he has received email confirmation from every board member that they completed the SLT training from Dawn.

- Open and Public Meetings Act Training – Brandon Fairbanks led an Open and Public Meetings Act training that was a ten-question exercise with Slido. There was discussion after each question on the correct answer and why.

CONSENT ITEMS

- January 30, 2024 Board Meeting Minutes – There was no further discussion. **Jimmy Sunlight made a motion to approve the consent items. Deb Hansen seconded the motion. The votes were as follows:**
 - Terry Capener – Aye**
 - Chuma Uzoh – Aye**
 - Jimmy Sunlight – Aye**
 - Deb Hansen – Aye**
 - David Gray – Aye****Motion passed unanimously.**

VOTING ITEMS

- Borrower's Counsel – Brad Taylor stated that David Robertson couldn't be here tonight. Jimmy and Chuma got a copy of all the bids for borrower's counsel. Two bids were received. One from Farnsworth Johnson and one from Dorsey & Whitney. Farnsworth Johnson represented the School in 2017 and their bid was down about \$5k. Because they were about half the price and they are familiar with the School, the recommendation is to go with Farnsworth Johnson.
- Bond Counsel – Brad Taylor stated that the School received four bids for the bond and disclosure counsel. Gilmore & Bell represented the School last time. The lowest bid was actually Orrick. They are a large national firm that have represented a lot of charter schools but very little in Utah, but their bid was significantly lower than the other bids. So low that they circled back to make sure that they understood the scope of the bid. The recommendation is to go with Orrick because the price was significantly lower even though they don't have a huge presence in Utah, they have a lot of experience with charter schools. **Deb Hansen made a motion to award the borrower's counsel contract to Farnsworth Johnson and award the bond and disclosure counsel contract to Orrick. David Gray seconded the motion. The votes were as follows:**
 - Terry Capener – Aye**
 - Chuma Uzoh – Aye**
 - Jimmy Sunlight – Aye**
 - Deb Hansen – Aye**
 - David Gray – Aye****Motion passed unanimously.**
- Award RFP for Landscaping & Snow Removal Services (Layton) – Jared Buckley stated that we issued an RFP for landscaping and snow removal services. We received four bids. Extreme Green scored the highest plus we have history with them. We would recommend going with Extreme Green. There was a discussion on who the current vendor the Layton campus is using. **David Gray made a motion to award the contract on LLA's RFP for Landscaping and Snow Removal Services for the Layton Campus to Extreme Green and authorize Jared Buckley to sign on behalf of LLA, an up to 5-year written**

contract with Extreme Green consistent with Extreme Green’s proposal. Chuma Uzoh seconded the motion. The votes were as follows:

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

Motion passed unanimously.

- ***Award RFP for Janitorial Services*** – Jared Buckley stated that we issued an RFP for janitorial services. We received three bids and Toone Cleaning received the highest score so we are recommending going with Toone. There was a discussion on the amazing employees that Toone provides for cleaning. We treat them like our employees. **Chuma Uzoh made a motion to award the contract on LLA’s RFP for Janitorial Services Provider to Toone Cleaning and authorize Jared Buckley to sign on behalf of LLA, an up to 5-year written contract with Toone Cleaning consistent with Toone Cleaning’s proposal. Jimmy Sunlight seconded the motion. The votes were as follows:**

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

Motion passed unanimously.

- ***2024-2025 School LAND Trust Plans*** – Jared Buckley reviewed the 2024-2025 SLT plans for both campuses. He reviewed the goals and budget for each campus. We will continue to use the CKLA curriculum as it has proven to help increase scores at both campuses. **Jimmy Sunlight made a motion to approve the 2024-2025 School LAND Trust Plans for both the Layton and Ogden Campuses. Deb Hansen seconded the motion. The votes were as follows:**

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

Motion passed unanimously.

- ***2024-2025 School Fee Schedule*** – Jared Buckley stated that the fee schedule has been through two public comment periods per the law. He reviewed the fee schedule. These are subject to fee waivers. We also do reduced costs as well. We have a waiting list for the Ogden after school program. The YMCA covers the after-school program in Layton. These fees were increased from last year but overall, it’s a great deal. **Deb Hansen made a motion to approve the 2024-2025 School Fee Schedule. David Gray seconded the motion. The votes were as follows:**

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

David Gray – Aye

Motion passed unanimously.

- Re-Approve Fee Waiver Policy – Jared Buckley stated that this policy is required to be re-approved on an annual basis when approving the fee schedule. **David Gray made a motion to Re-approve the Fee Waiver Policy. Chuma Uzoh seconded the motion. The votes were as follows:**

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

Deb Hansen – Aye

David Gray – Aye

Motion passed unanimously.

- Rescind Religion and Education Policy – Jared Buckley stated that this policy is no longer required by law to have but you must notify the parents of their constitutional rights. **Chuma Uzoh made a motion to Rescind the Religion and Education Policy. Jimmy Sunlight seconded the motion. The votes were as follows:**

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

Deb Hansen – Aye

David Gray – Aye

Motion passed unanimously.

OTHER BUSINESS ITEMS

- Calendaring Items – Terry Capener
- Schedule Electronic Meeting on April 9th @ 5:30 p.m. Dawn will send out calendar invite with the zoom link.
 - Next Pre-Board Meeting – April 29th
 - Next Board Meeting – May 13th Strategic Planning @ AW @ 4 p.m.
 - NCSC24 Boston, MA – June 30 – July 3
 - ✓ Ballgame – Sunday, June 30th @ 1:35 p.m.
 - ✓ AW Dinner – Sunday, June 30th TBD (with NDPA)
 - ✓ AW Evening Social – Monday, July 1st @ SPIN Boston 6-9

There was no CLOSED SESSION.

6:50 PM – Jimmy Sunlight made a motion to ADJOURN. Deb Hansen seconded the motion.

The votes were as follows:

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

Deb Hansen – Aye

David Gray – Aye

Motion passed unanimously.