



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.

May 28, 2024

Early Light Academy

Electronic Board Meeting Agenda

Tuesday, May 28, 2024

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

Zoom Link: <https://us02web.zoom.us/j/88380941124?from=addon>

Meeting ID: 883 8094 1124

Mobile: (669) 900-9128



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

AGENDA

8:30 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund

PUBLIC COMMENT (Comments will be limited to three minutes)

CONSENT ITEMS

- [May 15, 2024 Board Meeting Minutes](#)

VOTING ITEMS

- [Award RFP for IT Services](#) – Stephanie Schmidt

OTHER BUSINESS ITEMS

- Calendaring
 - ✓ Next PreBoard Meeting – June 10th
 - ✓ Next Board Meeting – June 19th

ADJOURN

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

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Early Light Academy Board Meeting Minutes Wednesday, May 15, 2024

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, Mandy Kartchner, Janeil Jones, Chelsey Sorensen, 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

8:41 AM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

- **Administration**

- ✓ *Director Report* – Stephanie Schmidt reported on the highlights of recent student and faculty activities including Team Chill & Trill, Teacher Appreciation Week, State Choir competition, boys and girls sports, and flour babies for 7th grade. Upcoming events include 9th grade Capstone Event, 9th grade Promotion, End of Year Staff party in which Director Schmitt requested that at least one board member be there. There was also a discussion if the Board wanted to continue to award a Board scholarship this year. Janeil Jones and Chelsey Sorensen were present to discuss the Counseling Review on the school's chronic absenteeism in students k-9th. They aimed to decrease the chronic absenteeism rate by 3% by the end of the 3rd term, which was achieved. Four interventions were implemented including individual notices for parents, classroom discussions, school-level incentives, and family-level information. The chronic absenteeism rate was 24% on average, a decrease of 6% from the previous year's rate of 30%. There was a discussion on the reasons why students are not attending and attendance pre-COVID vs. now. Director Schmidt reviewed the amended Administration of Medication

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Administrative Procedures and amended Illness & Injury Administrative Procedures which replaced Contagious Illness Administrative Procedures. Director Schmidt also reviewed the ELA's Annual Goals for 2023-2024.

- **Board of Directors**

- ✓ Financial Update – Brett Crockett asked Erin to review the financials as of April 30, 2024. Erin Winterton reviewed the statement of financial position (Balance Sheet) and statement of activities (P&L). We are 83% through the year at the end of April. There is \$1.8 million in the PTIF account earning about 5.4% interest and we are sitting at about 88-89 days cash on hand. Erin discussed the financial status of the organization, highlighting a net loss of \$153,000 by the end of April. She noted that this loss would be adjusted to show a net income of \$652,000 when factoring in capital expenditures. She also mentioned that they were on track with the budget. Erin also shared about various ongoing projects, including the "safety grant" and the "fence project", and the plan to draw down the funds for federal funds and the safety grant. Erin and Director Schmidt are working on the 2024-2025 budget and wrapping up the current year's budget which will be discussed at the next meeting.

CONSENT ITEMS

- April 10, 2024 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

- Award RFP for IT Services – Stephanie Schmidt gave an update on the IT services committee that is going through the proposals and scoring process. They would like to table this so that the committee can interview the top 2-3 companies. This will constitute an electronic board meeting.
- 2024-2025 Teacher Student Success Act Plan – Stephanie Schmidt provided an update on the Teacher Student Success Act goals and budget allocation, including funds for teacher salaries, and supplies.
- SLT25 Technology Purchase – Stephanie Schmidt stated that this technology purchase is for three Chromebook labs which will be purchased with SLT funds for next year's budget.
- Audit Engagement Letter – Brett Crockett stated that Eide Bailly does our annual audit. He included information about the annual audit process, including the cost of about \$13k. Erin added they also assess risks through a questionnaire to board members. **Jenn Lund made a motion to approve the following:**
 - ✓ **Table the awarding RFP for IT Services;**
 - ✓ **Approve the 2024-2025 Teacher Student Success Act Plan;**

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- ✓ Approve the technology purchase not to exceed \$30,000; and
- ✓ Approve the engagement of services provided by Eide Bailly for the year ending June 30, 2024 and allow the Board President to sign on behalf of the school.

Brian Christensen seconded the motion. The roll call votes were as follows:

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

Motion passed unanimously.

DISCUSSION ITEMS

- Calendaring Items – ALL
 - ✓ Schedule Electronic Board Meeting on May 28th.
 - ✓ Next PreBoard Meeting is scheduled on June 5th but rescheduled to June 6th
 - ✓ Next Board Meeting is scheduled on June 18th (Tuesday) but rescheduled to June 19th. Dawn will send out a calendar invite for all of these changes.

9:40 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(1)(a) in the conference room. 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.

10:51 AM – Jenn Lund made a motion to come out of CLOSED SESSION and ADJOURN. Andrea Johnson 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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**Early Light Academy
Board of Directors
Closed Session Statement
Wednesday, May 15, 2024**

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, May _____ 2024, at South Jordan, Utah.

Jenn Lund
Jenn Lund
Board Chair

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Early Light Academy Evaluation Committee Statement RFP for IT Company

Background

Early Light Academy (the “school”) issued an RFP for IT Services Provider for the purpose of soliciting proposals for IT services and associated equipment. The school issued the RFP on March 5, 2024 and posted the RFP on its website. The school also sent the RFP directly to several IT companies. The deadline to submit a proposal in response to the RFP was April 26, 2024. Companies that met the criteria for the RFP were ETS, Les Olson, Onward, Nexus, and Rock Mountain.

Evaluation and Scoring of Proposal

Stephanie Schmidt, Anna Lynn, Matt Sherwood, and Britteny Candelaria served on the school’s Evaluation Committee for this RFP. The Evaluation Committee reviewed and scored all proposals. The Committee came to the conclusion that more information was needed and sent interview questions to the companies. Following receipt of answers, the committee interviewed the most competitive companies - ETS, Les Olson, and Rock Mountain. ETS met the requirements of the RFP and their pricing, terms, and services were deemed beneficial to the school. It was determined that it would be in the best interest of the school to award the IT services contract to ETS.

The Evaluation Committee gave ETS’s proposal a total score of 83.8/100. The Committee determined that ETS (a) has the experience and qualifications required to provide the IT services the school needs; (b) successfully demonstrated that they have the expertise and systems in place to develop and manage the school’s comprehensive technology plan; and (c) has pricing and services that are competitive and scored the highest among the competing companies.

Below is a summary of ETS’s proposal scores as determined by the Evaluation Committee:

Total for Non-cost Criteria: **60.5/70**

Scoring was based on Experience, Personnel Qualifications, Quality of References, Scope of Services, and Responsiveness

Pricing: **23.3/30**

Total: 83.8/100

Award Recommendation

The Evaluation Committee recommends to the school’s Board of Directors that it award the IT services contract to ETS. The Evaluation Committee believes that ETS’s proposal provides the best value to the school in connection with fulfilling the responsibilities and needed services as described in the RFP.

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// Early Light Academy

RFP Response for IT Services Provider

COST INFORMATION

The following contains a cost breakdown for IT Services.



Sample Technology Plan

Notes:

Student Chromebook: The current minimum available RAM spec for a Chromebook is 4GB. The cost reflects this update.

iPad – Latest Generation: The current minimum available storage spec for iPads is 64GB. The cost reflects this update.

Exhibit B

Cost breakdown table showing the three-year outlook of estimated costs associated with supporting and maintaining the school's overall IT including core network offerings.

What is shown in Exhibit B is a best estimate based upon the information provided through the RFP and Q&A. In order to provide finalized pricing, ETS would like to follow our general practice of performing an IT Audit of the school and its IT infrastructure. This will allow a fully customized cost proposal for the school and its needs.

Additional items that would be seen in a final service agreement with ETS would be line items for our structured cabling, camera and door access control maintenance, and phone system options. Our clients can have access to any of our services and would be provided a discounted, service agreement rate for those services.

Additional discussion and negotiation is welcome regarding cost and needed services.

SAMPLE TECHNOLOGY PLAN

Computers, Carts and Tablets	Per Unit Cost	Number of Units	TOTAL
Student Chromebook - 11 inch, 2 GB RAM, 16 GB SSD (Minimum requirememnts similar to an 11 inch Dell Chromebook 3180)	\$ 250.00	60	\$ 15,000.00
Chromebook Mobile Charging Cart - lockabe to secure, charge, and transport between 30 and 36 Chromebooks.	\$ 1,249.00	2	\$ 2,498.00
iPad - latest generation, 32 GB, Wi-Fi, 9.4 in. x 6.6 in. with Apple Care and screen protector wrap	\$ 419.00	60	\$ 25,140.00
iPad Mobile Charging Cart - lockable to secure, charge, and transport between 30 and 36 iPads.	\$ 1,249.00	2	\$ 2,498.00
TOTAL			\$ 45,136.00

Management, Setup & Miscellaneous	Per Unit Cost	Number of Units	TOTAL
Chromebook Management Console Fee	\$ 38.00	60	\$ 2,280.00
Setup cost - Chromebook (configuration of management console, account, OS settings, etc.)	\$ 65.00	60	\$ 3,900.00
Setup cost - iPad (configuration of any management console, account, OS settings, etc.)	\$ 65.00	60	\$ 3,900.00
TOTAL			\$ 10,080.00

Exhibit B - Pricing

Estimate of Costs Under Service Agreement

		Term/Notes	Year 1			Year 2			Year 3					
A.	IT Managed Services	36 Months	Rate	Estimated Monthly Amt	Estimated Yearly Amt	Rate	Estimated Monthly Amt	Estimated Yearly Amt	Rate	Estimated Monthly Amt	Estimated Yearly Amt			
	Maintenance Services													
1	B, and C	Active		\$3,300.00	\$39,600.00		\$3,498.00	\$41,976.00		\$3,707.88	\$44,494.56			
2	Monthly Support Calls/Work Orders 8:30am-5:30pm	Active	\$ 125.00			\$ 125.00			\$ 125.00					
3	After Hours Billing Rate 5:31pm-8:29am	Active	\$ 187.50			\$ 187.50			\$ 187.50					
4	Training and Professional Development	Active	\$ 125.00			\$ 125.00			\$ 125.00					
	Core Network Products and Licensing		Occurrence			Occurrence			Occurrence					
5	ETS Premium Firewall Annual Subscription (3 Location)	Active	July		Per Project Quote	July		\$1,000.00	July		\$1,000.00			
6	Sophos End-Point and Server Protection (36 Month)	Active	2024		Per Project Quote	June		Paid	June		Paid			
7	ETS Off-site Backup Annual Subscription (\$700/TB)	Active	July		Per Use	July		Per Use	July		Per Use			
8	Annual RMM Software	Active	July		Per Use	July		Per Use	July		Per Use			
9	ETS Cloud-Hosted Unifi Controller (3 Locations ? devices)	Active	July		\$1,188.00	July		Per Use	July		Per Use			
				Estimated Totals:				Estimated Totals:				Estimated Totals:		
	Total IT Managed Services			\$3,300.00	\$40,788.00		\$3,498.00	\$42,976.00		\$3,707.88	\$45,494.56			

TERM. Billable term agreement will commence upon first invoice date.

A. IT Managed Services:

The initial term of this Agreement shall be for a period of three (3) years from the Effective Date. The Agreement may be renewed for up to two (2) additional one (1) year terms at Client's option.

*What is shown in Exhibit B is a best estimate based upon the information provided through the RFP and Q&A. In order to provide finalized pricing, ETS would like to follow our general practice of performing an IT Audit of the school and its IT infrastructure. This will allow a fully customized cost proposal for the school and its needs.

Notes: Projects will be quoted outside of monthly support and labor will be billed at the referenced hourly rate.

*After Hours Billing is rarely used but in the scenario in which the client requests work be performed after hours and such work cannot be accommodated inside the client/ETS stated hours of operations, such work will be billed as referenced above.

**Software Licensing, doors and cameras enrolled per use will be billed upon usage and may increase or decrease each month.

When outside of an active service term agreement period, ETS, at any time, may increase client billing rate(s) to standard billing rate(s). Following completion of initial term, client may renew agreement at new contracted rate(s).