

# 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 7<sup>th</sup> grade. Upcoming events include 9<sup>th</sup> grade Capstone Event, 9<sup>th</sup> 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 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;**
  - ✓ **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 28<sup>th</sup>.
  - ✓ Next PreBoard Meeting is scheduled on June 5<sup>th</sup> but rescheduled to June 6<sup>th</sup>
  - ✓ Next Board Meeting is scheduled on June 18<sup>th</sup> (Tuesday) but rescheduled to June 19<sup>th</sup>. 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.**

**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.

  
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Jenn Lund  
Board Chair