

# Leadership Learning Academy

## Annual Board Meeting Minutes

### Monday, June 10, 2024

**Location:** Academica West, 290 N. Flint Street, Kaysville, UT 84037



**In Attendance:** Terry Capener, Deb Hansen, David Gray, Chuma Uzoh, Jimmy Sunlight,

**Others in Attendance:** Jared Buckley, Janey Stoddard, Dawn Kawaguchi, Brandon Fairbanks, Dawn Benke (via Zoom)

**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

### 2024-2025 Strategic School Plan

Schoolwide Unity & Collaboration by Implementing the CREW Program

Teacher & Staff Development

Fiscal Responsibility

Continue Growth & Maintain Literacy Proficiency

### **5:36 PM – INTRODUCTORY ITEMS**

- Welcome & Roll Call – Terry Capener
- Board Mission – David
- School Mission – Deb
- School Vision – Chuma

**There was no PUBLIC COMMENT.**

### **ANNUAL BOARD TRAINING**

- Annual Policies, Plans & Procedures Training – Brandon Fairbanks reviewed the spreadsheet for the PPP Training. The first item was the Sex Education Instruction Policy/Administrative Procedures plus the data corresponding with it (teen pregnancies, sexual transmitted diseases, etc.) This policy and data must be reviewed every two years. The second item was to review the out of school suspension and expulsion data for both the Layton and Ogden campuses. Brandon stated that the board will re-approve the Parent and Family Engagement Policy later the agenda. The last item for the training is to review the Arrest Reporting Policy. Brandon reviewed the policy and administrative procedures.

- Review Board Constitution/Evaluation & Board Member Agreement\* – Terry Capener asked if the board had any questions on these two items. No questions were asked. Terry asked each board member to sign the Board Member Agreement.
- Review Board Communication Guidelines – See above for discussion.
- Review Ethics Policy & Sign Statement of Ethical Behavior\* – Dawn Benke stated that the board must review the Ethics Policy annually and then sign the Commitment to Ethical Behavior stating that you understand the policy and that you always engage in ethical behavior. Once you have reviewed that policy, each board member can sign the statement.
- Review Annual Fraud Risk Assessment\* – Dawn Benke reviewed the Fraud Risk Assessment. The only line item that the board didn't receive points for is the formal internal audit function which is only required if the school had over 10,000 students. The board received 375/395 points which is very low risk category.

## VOTING ITEMS

- 2023-2024 Final Amended Budget – Dawn Benke apologized for the many revisions of the final amended budget. She stated that they received a last-minute invoice from the state that she included in this budget today. Dawn B. stated that the funds were reflected under the income line item of “Budget from Surplus” and then expensed under “Debt Services & Misc”. She reviewed the amended budget which is just truing up expenses. We will end with a surplus of \$553k.
- 2024-2025 School Budget – This budget is based on 870 students which accounts for 10% attrition of the current enrollment. It is a very conservative budget. Revenue from local sources is a guess because we won't know what the interest rates on the PTIF will be. The federal sources are down due to the ending of the ESSER funds. The property budget is also down due to the camera purchase this year which was funded through the safety grant. The debt services expense is lower since we won't have the state SpEd invoice. The budget shows a surplus of \$126k which does meet the School's bond covenants. There was a discussion on SpEd MOE and the 20% carry over as well as the salary increase for the employees. There was also a discussion on the need for at least 60 more students to be able to afford the additional building. **Deb Hansen made a motion to approve the Proposed Annual Operating Budget for the 2024-2025 School Year and the final amended budget for the 2023-2024 school year. 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.**

- Property & Liability Insurance Renewal – Brandon Fairbanks reviewed the insurance coverage for the school. He reviewed the process that Gabe goes through annually to get bids for the school. Brandon stated that the state risk management did come in a little less, but the recommendation is to stay with the Hanover since the school has been using Hanover for years. **David Gray made a motion to approve the renewal of the school's insurance policies with Hanover. 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.**

➤ Re-Approve Parent & Family Engagement Policy – Brandon Fairbanks reviewed the Parent & Family Engagement Policy. There are no recommended changes at this time. Janey added that Title I reviews this policy annually and if there are any thing that needs to be changed, they will let her know. **Chuma Uzoh made a motion to re-approve the Parent & Family Engagement 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.**

➤ 2024-2025 Sex Education Instruction Committee Members – Jared Buckley reviewed the membership of the committee by position. We only have maturation for our school. There is one committee for both campuses. **Jimmy Sunlight made a motion to approve the 2024-2025 Sex Ed Instruction Committee as follows: the Lead Director, two campus Principals, School Nurse, four parents/guardians. 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.**

➤ Appoint Charter School Board Building Official – Terry Capener is recommending that the Lead Director be the Charter School Board Building Official. He asked if anyone has concerns with this. **Deb Hansen made a motion to appoint the Lead Director as the Charter School Board Building Official. 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.**

➤ Ratify Board Members and their Terms – Terry Capener asked Chuma if was willing to accept a new 4-year term. Chuma stated that he is willing to stay on the board until an adequate replacement can be found. **David Gray made a motion to approve the Chuma Uzoh for a new 4-year term to expire June 2028 and ratify Deb Hansen with a term to expire June 2027, Terry Capener with a term to expire June 2026, David Gray with**

a term to expire June 2025, and Jimmy Sunlight with a term to expire June 2025. 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.**

➤ Election of Board Officers – Terry asked if there were anyone who would like a resume builder and would like to campaign for President. There were no changes discussed. Chuma Uzoh made a motion to approve the Board officers as follows: Terry Capener as President, David Gray as Vice President, Jimmy Sunlight as Financial Coordinator, and Deb Hansen as Secretary. 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.**

## CONSENT ITEMS

➤ May 13, 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.**

## REPORTS

➤ **Administration**

- *State of the School* – Jared Buckley stated that we survived the year!
  - ✓ **Schoolwide Unity and Collaboration by Implementing the CREW Program** – Jared stated that he is establishing a schoolwide community council with parents, staff members and the administration from both campuses. They will be meeting once a month.
  - ✓ **Teacher and Staff Development** – Working with administration to create their professional development for next year.
  - ✓ **Fiscal Responsibility** – Jared wants to review the lottery every board meeting to see trends and keep a running
  - ✓ **Continue Growth & Maintain Literacy Proficiency** – Jared wants to focus on both math and literacy for this goal. This will be brought to the August board meeting through the Early Learning Plan.

- ✓ Our annual teachers vs. 6<sup>th</sup> graders kickball game in Ogden was the first year the 6<sup>th</sup> graders were victorious!

➤ **Board of Directors**

- Building Committee Update – Chuma Uzoh gave an update on the Layton annex building. LYB was able to find a lender that would fund the building for ten years with a 5.75 %. There is an early pay penalty. There are some city things that need to be accomplished before the construction can start. There will be some potential impacts at the school with the construction. Chuma added that there will be some initial funding that will need to be paid but it is refundable if they decide not to go this route. There will be some upcoming voting items for this.
- Review Board Calendars – Terry Capener asked if anyone had any changes for the calendar. Dawn K. stated that she would like to go over it with Jared.

**OTHER BUSINESS ITEMS**

- Set 2024-2025 Board Meeting Schedule – Dawn Kawaguchi reviewed the board meeting schedule for next year. It follows the same schedule as usual. There was discussion on changing some of the meeting dates. Dawn K will send out calendar invites to all. Meeting date changes may happen at a later date.
- Calendaring Items – Terry Capener
  - Electronic Board Meeting – June 25<sup>th</sup> [if needed]
  - NCSC24 Boston, MA – June 30 – July 3
    - ✓ Ballgame – Sunday, June 30<sup>th</sup> @ 1:35 p.m.
    - ✓ AW Dinner – Sunday, June 30<sup>th</sup> TBD
    - ✓ AW Evening Social – Monday, July 1<sup>st</sup> @ SPIN Boston 6-9
  - Next Pre-Board Meeting – August 5<sup>th</sup>
  - Next Board Meeting – August 28<sup>th</sup>

**6:59 PM – David Gray made a motion to enter a CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health pursuant to Utah Code 52-4-205(1)(a) at Academica West. Chuma Uzoh seconded the motion. The roll call votes were as follows:**

**Terry Capener – Aye**

**Deb Hansen – Aye**

**David Gray – Aye**

**Chuma Uzoh – Aye**

**Jimmy Sunlight – Aye**

**Motion passed unanimously.**

**7:15 PM – David Gray made a motion to exit the CLOSED SESSION and ADJOURN. 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.**

**Leadership Learning Academy  
Board of Directors  
Closed Session Statement  
Monday, June 10, 2024**

**Location:** Academica West, 290 N. Flint Street, Kaysville, UT 84037



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**CLOSED SESSION SWORN STATEMENT:**

*At a duly noticed public meeting held on the date listed above, the board of directors for **LEADERSHIP LEARNING ACADEMY** entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).*

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 10<sup>th</sup> day of August, 2024.

**Terry Capener**  
Board Chair