



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.

June 18, 2025

Early Light Academy Annual Board Meeting Agenda Wednesday, June 18, 2025

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



NOTE: It is possible that the ELA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

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!

AGENDA

10:00 AM – INTRODUCTORY ITEMS

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

PUBLIC COMMENT (Comments will be limited to three minutes)

- [Amend 2025-2026 School Fee Schedule](#)

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).

REPORTS

- Administration
 - ✓ [Director Report](#) – Stephanie Schmidt
 - ★ [Title IX Athletics Reporting](#)
 - ★ [Employees Engaging in Private Activities Related to Public Education ADMIN Procedures](#)

BOARD TRAINING

- [Annual Policies, Plan, Procedures & Training Review](#) – Heidi Bauerle
- [Review and Sign Board Member Performance Expectations*](#) – Jenn Lund
- [Review Ethics Policy & Sign Statement of Ethical Behavior*](#) – Erin Winterton
- [Review Annual Fraud Risk Assessment*](#) – Erin Winterton

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

CONSENT ITEMS

- [May 14, 2025 Board Meeting Minutes](#)
- [School-Based Mental Health Qualified Grant](#)

VOTING ITEMS

- [2024-2025 Final Amended Budget](#) – Erin Winterton
- [2025-2026 Annual Budget](#) – Erin Winterton
- [2025-2026 Sex Ed Instruction Committee](#) – Stephanie Schmidt
- [Amend 2025-2026 School Calendar](#) – Stephanie Schmidt
- [Amend Positive Behavior Plan](#) – Stephanie Schmidt
- [Award RFP for Speech Language Services](#) – Stephanie Schmidt
- [Award RFP for Substitute Teacher Service](#) – Stephanie Schmidt
- [Richard Hagen OT Services](#) – Stephanie Schmidt
- [Amend School Lunch Price](#) – Stephanie Schmidt
- [Kensington Theater Company Agreement](#) – Stephanie Schmidt
- [Amend Student Club Authorization Policy](#) – Stephanie Schmidt
- Appoint New Board Member – Jenn Lund
- [Ratify Board Members & Terms](#) – Jenn Lund
- Elect Board Officers – Jenn Lund

DISCUSSION ITEMS

- [Set 2025-2026 Board Calendar Schedule](#) – Dawn Kawaguchi
- Calendaring Items – ALL
 - ✓ Schedule Electronic Board Meeting (July 9th or 16th)
 - ✓ Next PreBoard Meeting – September 3rd @ 10:30 a.m. PROPOSED
 - ✓ Next Board Meeting – September 13th PROPOSED

CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual and to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) & (f) respectively. [IF NEEDED]

ADJOURN

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2025-2026 Student Fee Schedule

STUDENT FEES (for fully and partially enrolled students)

The following student fees may be assessed to all junior high students in grades 7-9 as follows, but apportioned by the number of days of school membership if a student attends less than a full school year:

FEE DESCRIPTION	TOTAL AMOUNT	EXPENDITURES FUNDED BY FEE (SPEND PLAN)
Elective Course Fees (Grades 7-9) (courses such as Art, Music, Theatre, Crew, Robotics, and Foreign Languages)	\$20 per course	Course supplies and guest coaches
Performance Choir	Up to \$80	Performance Attire and supplies
Honor Choir (Grades 7-9)	\$60	Event registration fees, activities, and guest coaches

FEES FOR SPORTS, CLUBS, PROGRAMS, AND OTHER ACTIVITIES (fees for participating students are collected at the start of each season)

SEASON	FEE DESCRIPTION	TOTAL AMOUNT	EXPENDITURES FUNDED BY FEE (SPEND PLAN)
Fall	Cross Country (Grades 6-9)	\$85	Coach, supplies, and UCSSAL fees
Fall	Volleyball (Grades 6-9)	\$105	Coach, supplies, referees, and UCSSAL fees
Winter	Basketball (Grades 6-9)	\$105	Coach, supplies, referees, and UCSSAL fees
Spring	Soccer (Grades 6-9)	\$105	Coach, supplies, referees, and UCSSAL fees
Varies	School Play (Grades 3-9)	\$75	Instructors and supplies
<u>Varies</u>	<u>Ballroom</u> (Grades 7-9)	<u>\$125</u>	<u>Instructors, supplies, and activity registration fees</u>
Varies	After School Activities and Clubs (Grades K-9)	Up to \$60 per activity	Instructors, supplies, and activity registration fees
Fall	Canyonlands Trip <u>7th Grade Experience</u> (7th grade only)	Up to \$500	Transportation, accommodations, activities, and food
Spring	Lagoon Day (8th grade only)	Up to \$65	Lagoon Ticket
Spring	Great Salt Lake Science Experience (7th-9th grade)	Up to \$10	Transportation and entrance fee
Winter	Snowshoe Excursion	\$5	Transportation

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	(8th grade only)		
Winter	Student Government Leadership Conference (Grades 7-9)	Up to \$750	Transportation, accommodations, activities, and food
Spring	Capstone Experience, Service Project, and Etiquette Dinner (9th grade only)	Up to \$500	Transportation, accommodations, activities, and food

PRORATED FEES PAYMENT SCHEDULE

Students entering after the scheduled registration date shall pay fees using the following schedule:

INITIAL DATE OF ENTRY TO SCHOOL	PAYMENT RATE
Prior to Mid-Term of Term One	100%
Following Mid-Term of Term One and Prior to Mid-Term of Term Two	75%
Following Mid-Term of Term Two and Prior to Mid-Term of Term Three	50%
Following Mid-Term of Term Three and Prior to Mid-Term of Term Four	25%
After Mid-Term of Term Four	No Payment

Per Student (Grade 9) Annual Maximum Fee Amount for School Year: ~~\$2,045~~170

This amount reflects the total student fees any student in grade 9 would be required to pay if the student participated in all courses, programs, sports, and activities provided, sponsored, or supported by the School for students in grade 9 for the year.

Per Student (Grades 7-8) Annual Maximum Fee Amount for School Year: ~~\$2,136~~250

This amount reflects the total student fees any student in grades 7-8 would be required to pay if the student participated in all courses, programs, sports, and activities provided, sponsored, or supported by the School for students in grades 7-8 for the year.

Per Student (Grade 6) Annual Maximum Fee Amount for School Year: \$685

This amount reflects the total student fees any student in grade 6 would be required to pay if the student participated in all after-school courses, programs, sports and activities provided, sponsored, or supported by the School for students in grade 6 for the year.

Per Student (K – Grade 5) Annual Maximum Fee Amount for School Year: \$285

This amount reflects the total student fees any student in Kindergarten through grade 5 would be required to pay if the student participated in all after-school courses, programs, and activities provided, sponsored, or supported by the School for students in Kindergarten through grade 5 for the year.

Notice to Parents: Your student may be eligible to have one or more of their fees waived. For information on fees and fee waivers, please contact an administrator at the School and/or review the school fees materials provided on the School's website (School Fees Notices, Fee Waiver Policy, Fee Waiver Applications, Fee Waiver Decision and Appeal Form, etc.). If you file a fee waiver request with the School and the request is denied, you may appeal the School's decision.

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DIRECTOR'S REPORT

June 18, 2025

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.

ELA will empower students to become lifelong learners and inspiring leaders who know their actions today impact our tomorrows.

- Highlights
 - Staff End of Yr Highlights

School's Out! Let's Celebrate!

LET'S CELEBRATE!

Math Clubs! Front Office Gals! Hickenlooper!

First Grade Ankle Bracelets for History Fair!

Cora and Jason Lyon's Art Show!

Our school nurse, Stacie Brooks!

Genius idea with Star Charts to reward students!

How Felicia Patzke empowers our ELL students!

Tanner/Henrichson establishing co-teaching in Elementary!

Annie Taylor running the tutoring program with Latinos in Action

Making kids smile with music in the halls during passing periods!

Mr. Math! Making a difference K-9!

Potlucks! We LOVE food!

Ashlie Hatton's catchy Math Basics Song

6th Grade running field day! Thank you!

Cultures and Traditions Committee!

School Musical – Aladdin! and the Inclusion Cast!

Ashlie Allison as the librarian and teaching Reading Interventions class

Dana Thompson and Keith Phinney for getting Peekapak up and running! Kids love it!

ELA Athletics!

1. Boys Cross Country 2nd place in State (Coaches Jason and Cora Lyons)

2. Girls Volleyball 2nd Place in State (Coach Cache Allen)

3. Boys Volleyball State Champions! (Coach Doran Brooks).

Loved rotating classes in 1st grade for history and science! Thanks Chase and Dana!

Kindergarten Readiness program to start our kids off ready to be a Phoenix!

7th Grade Foundations Trip!

Spotlight Singers took top honors at State Choir Festival!

9th Grade Capstone Trip!

4th grade Mountain Man Rendezvous!

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- 9th Grade Promotion
- Kinder Promotion
- Field Day run by our 6th graders
- Reports
 - Grant Funding for 25-26:
 - PCBL Implementation Grant Award - \$75,000
 - DTL- \$39,559.41
 - EISP- \$21,000
 - SB 127 Literacy Funds- \$12,000 (1 time)
 - Land Trust- \$158,738.64
 - Stem Action Center Grant- Paying for 275 iReady Licenses
 - School Safety Grant - \$200,325
 - Employees Engaging in Private Activities Related to Public Education Administrative Procedures
 - Ideal Team Player Focus
 - [End of Year Data](#)
 - [Proposed Annual Goals](#)

Early Light Academy

▼ 2025 **2026** 📅 2027

📄 Rep

Enrollment	Status	Race	Sex	Advisors	+ Registered 0		+ Enroll				
Grade:	K	1	2	3	4	5	6	7	8	9	Total
Future	115	118	116	116	117	119	113	113	112	99	1138
Effective 8/18/2025											

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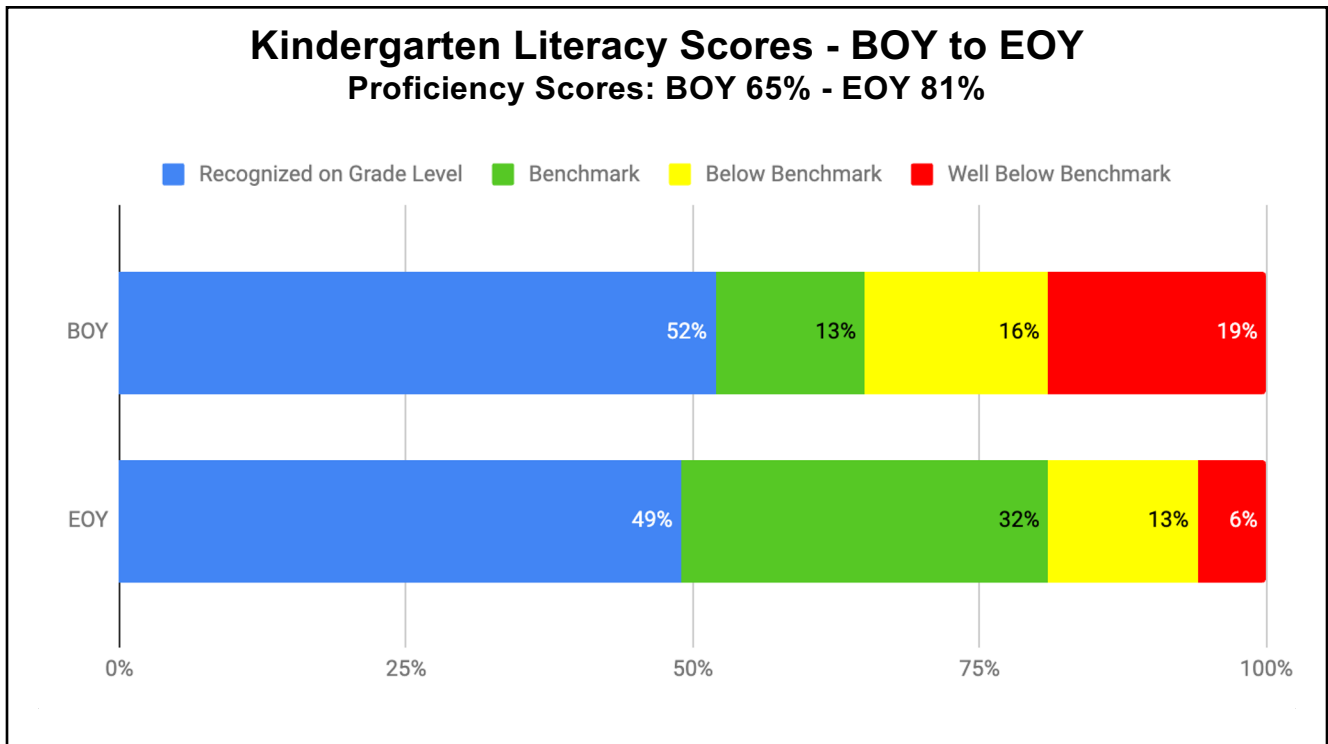
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2024-2025 EOY Data

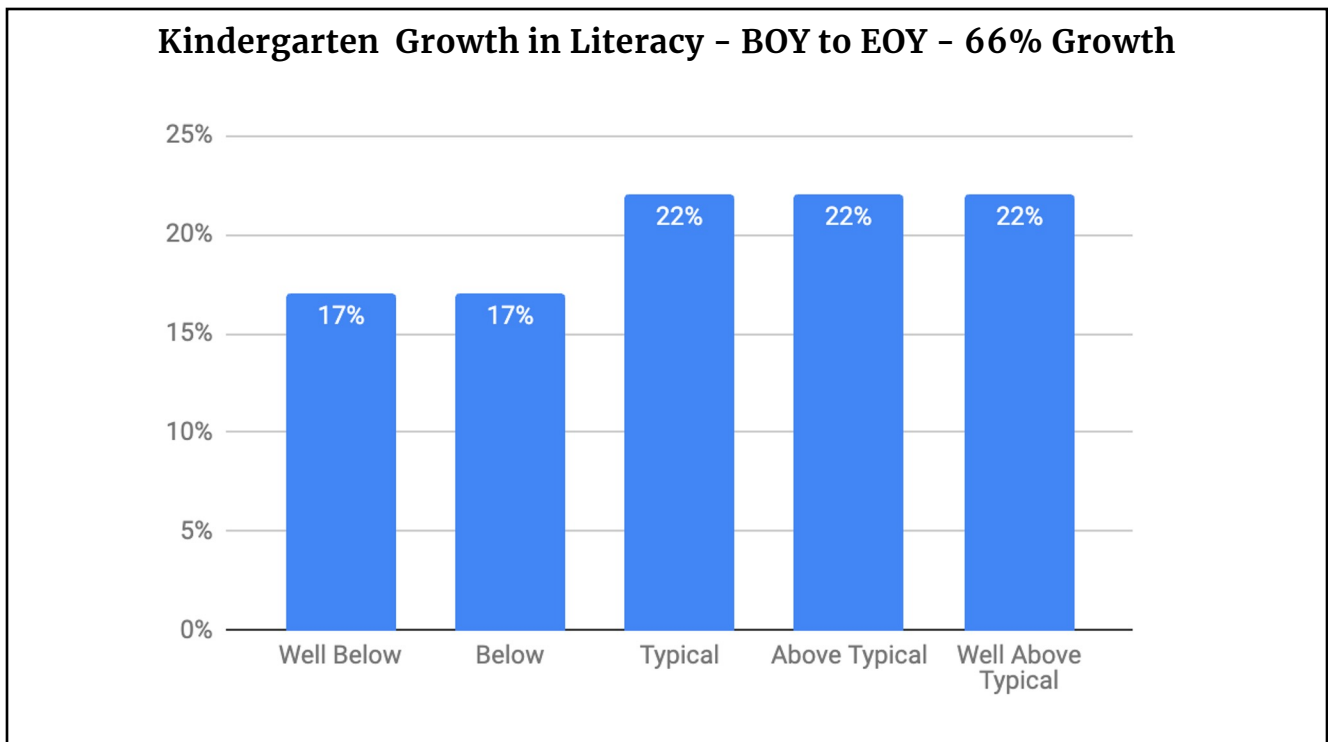
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Acadience Reading
Acadience Math

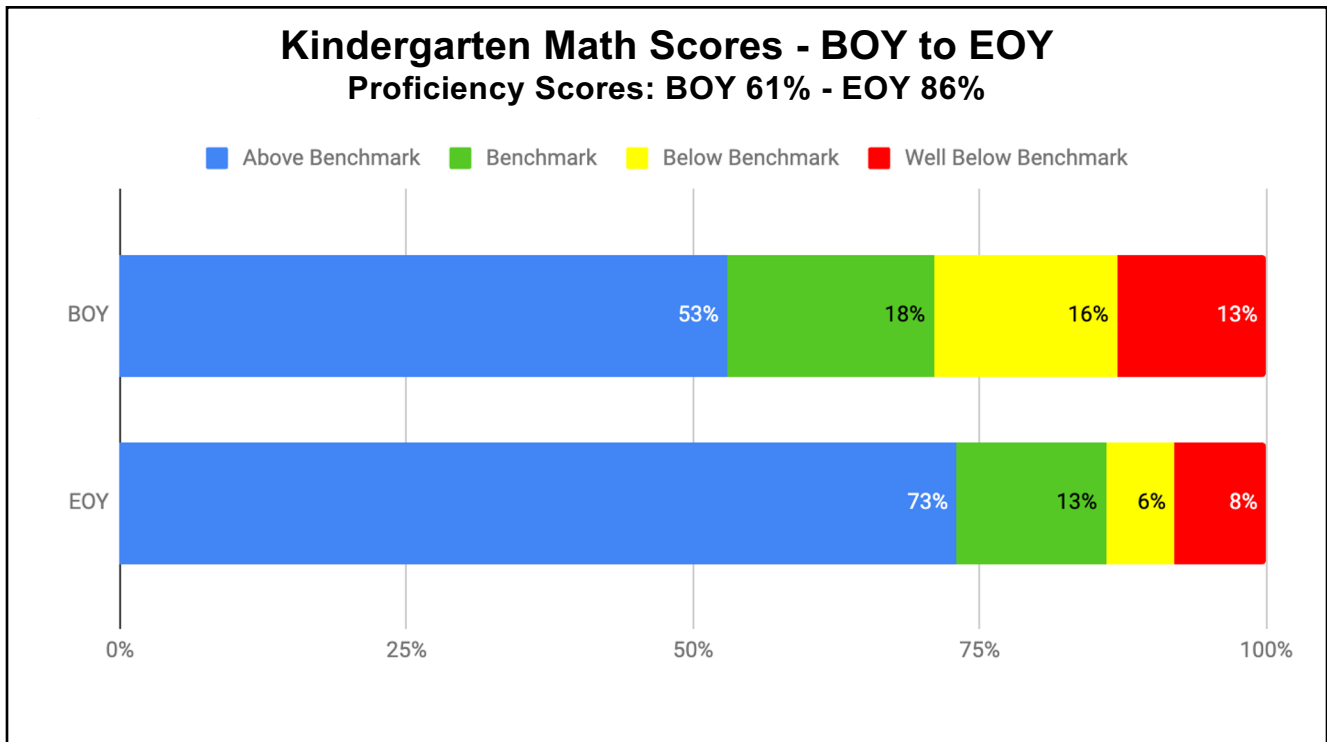
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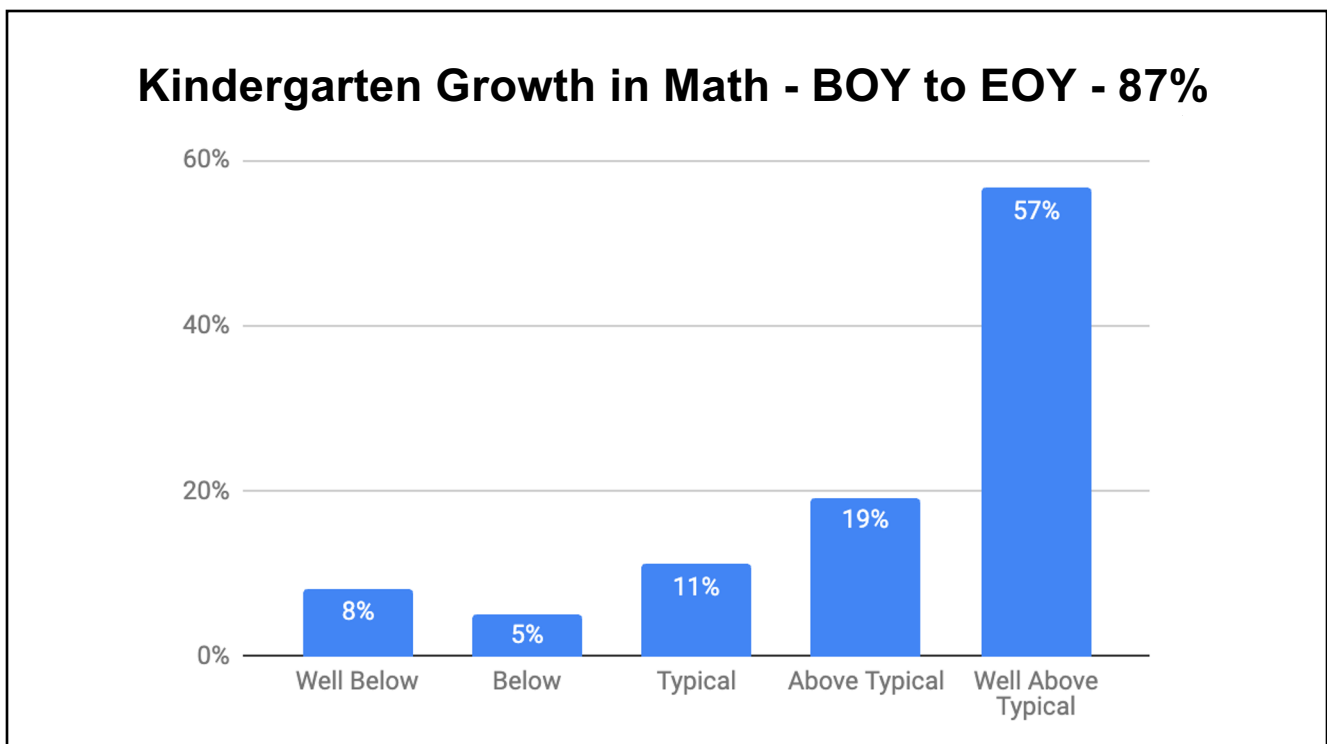
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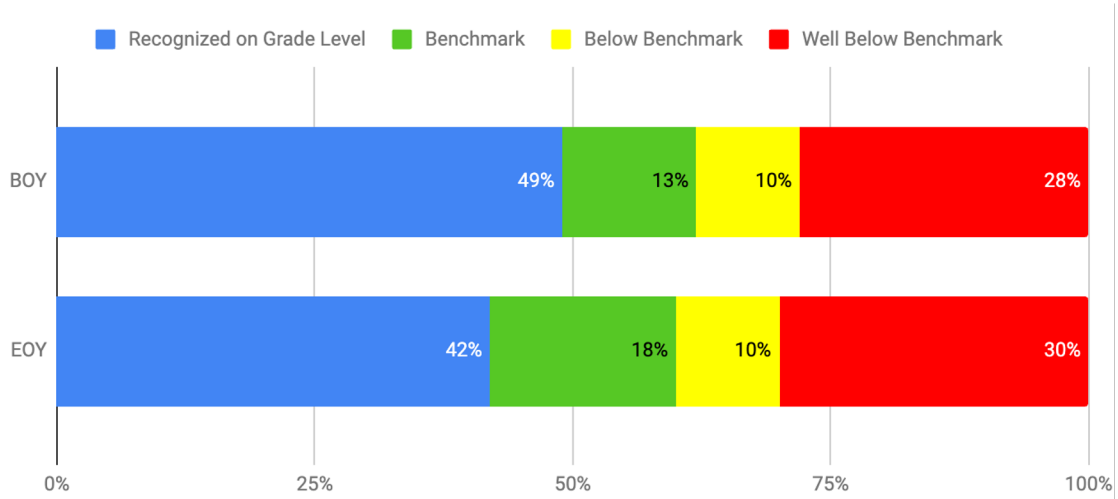
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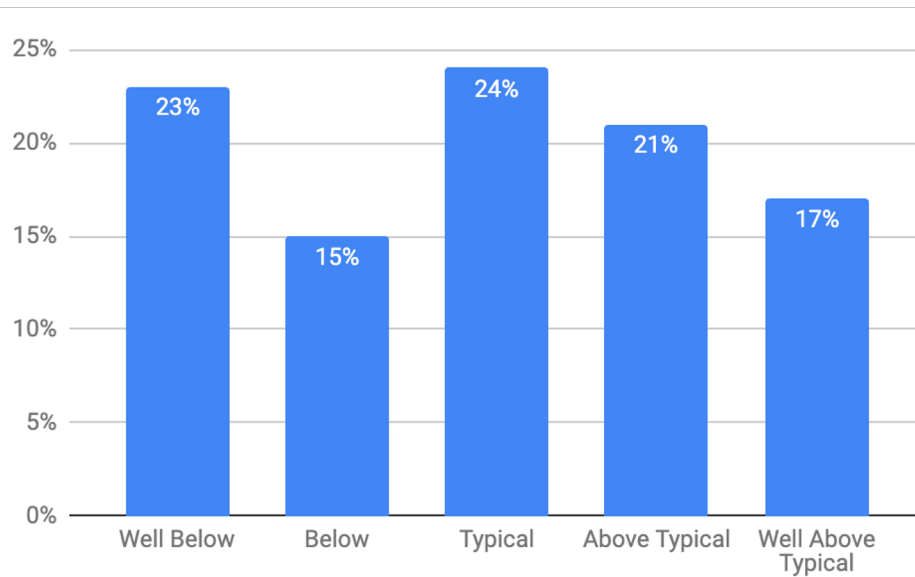
1st Grade Literacy Scores - BOY to EOY

Proficiency Scores: BOY 62% - EOY 60%

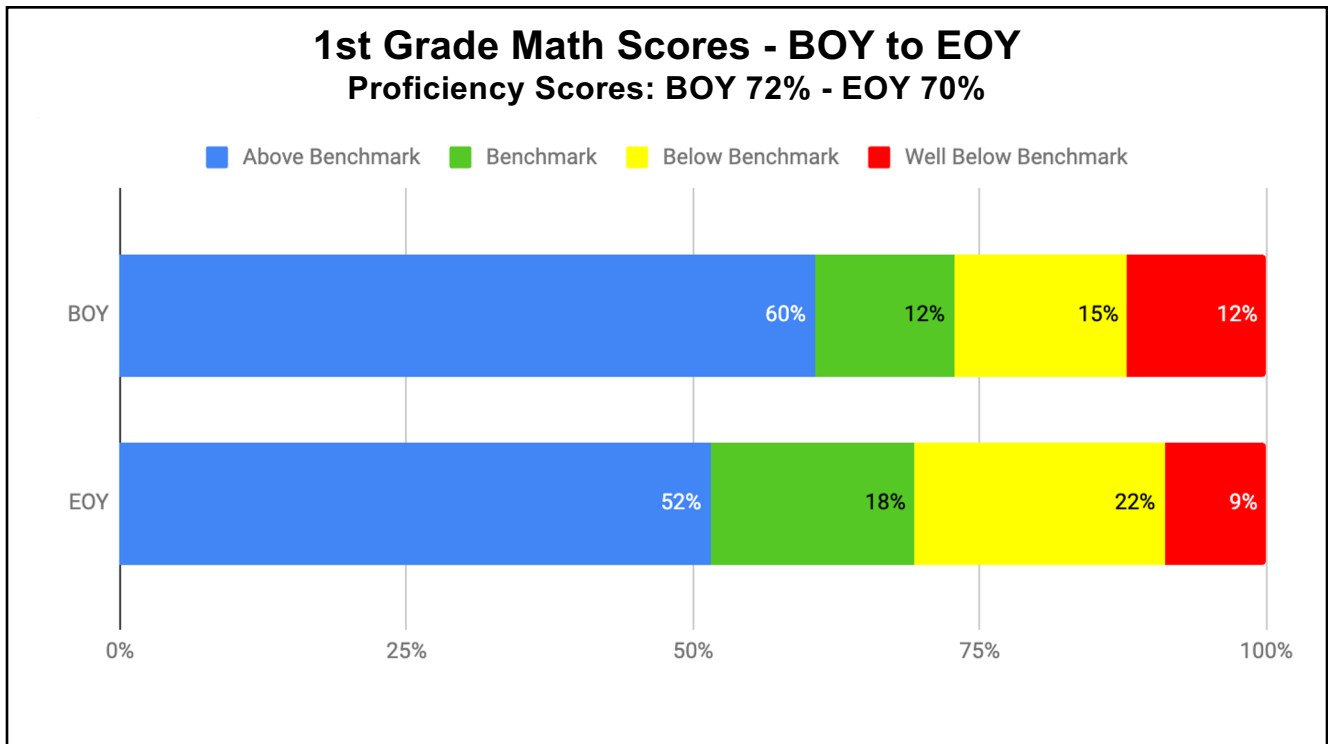


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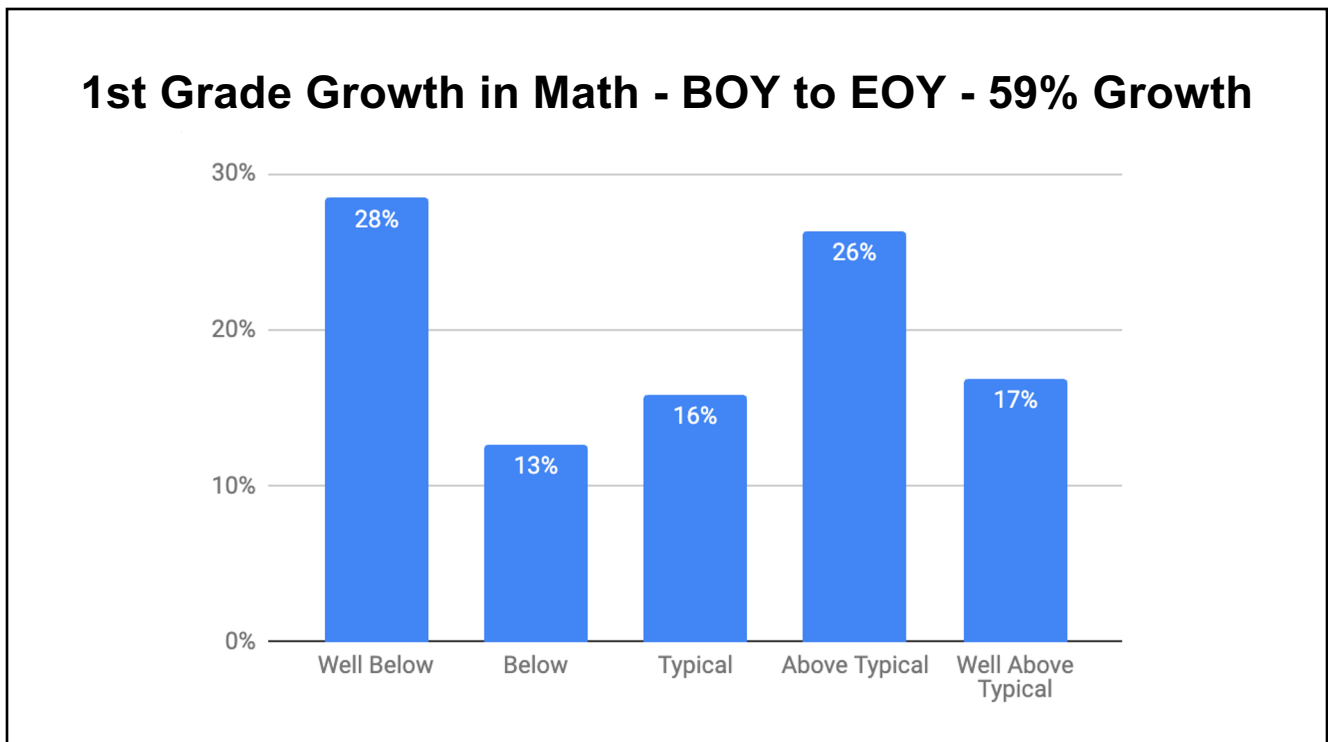
1st Grade Growth in Literacy - BOY to EOY - 62% Growth



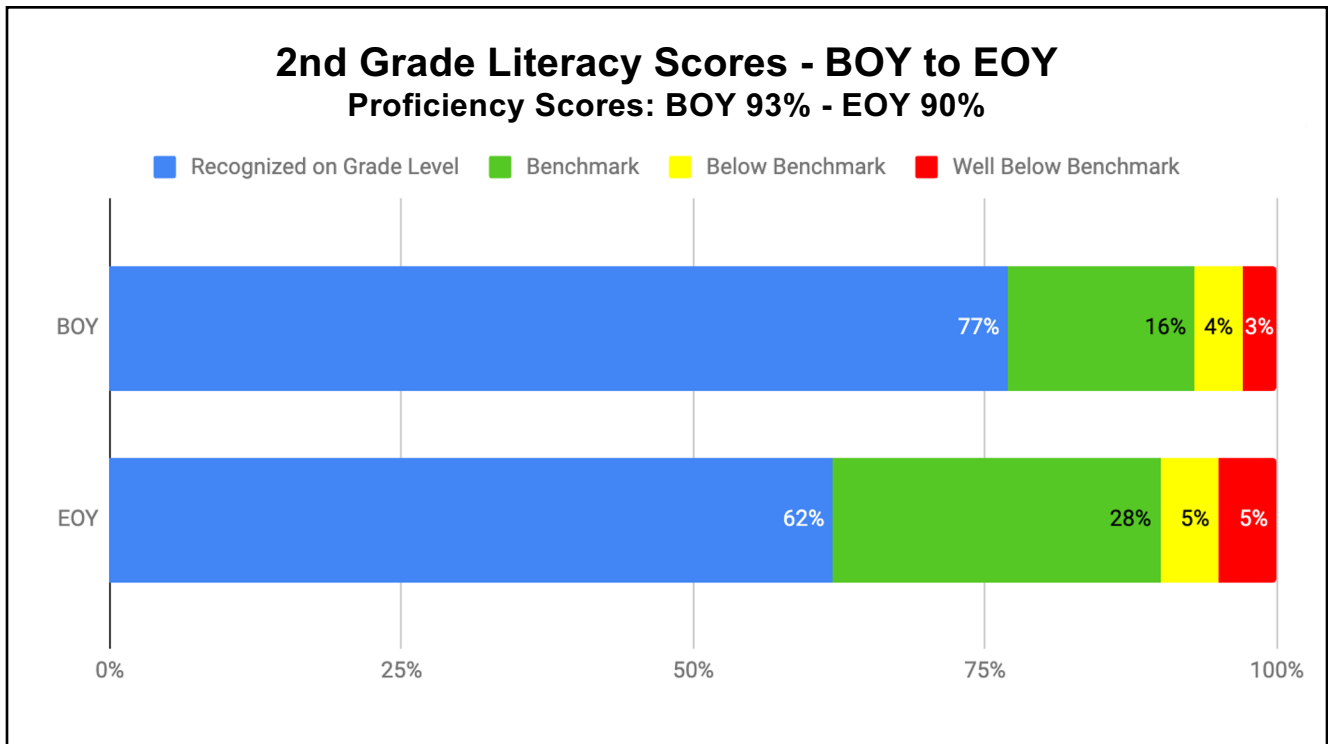
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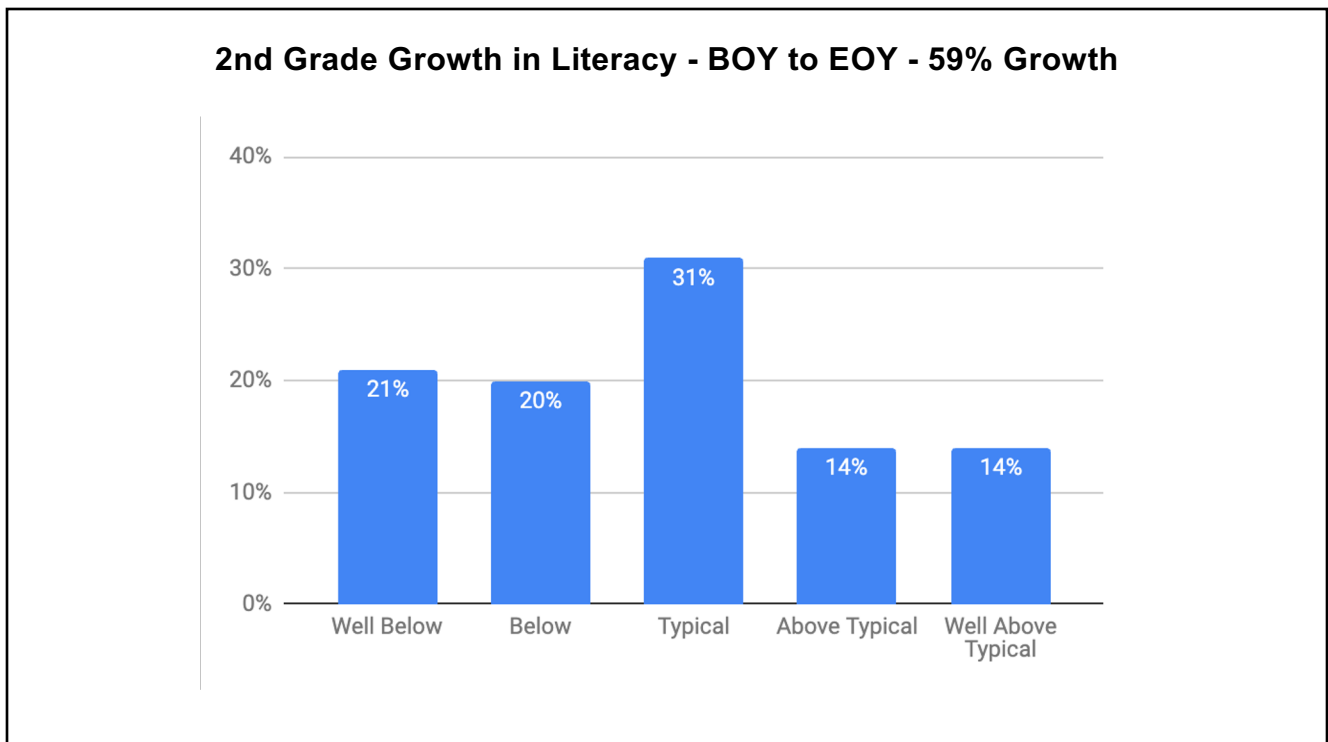
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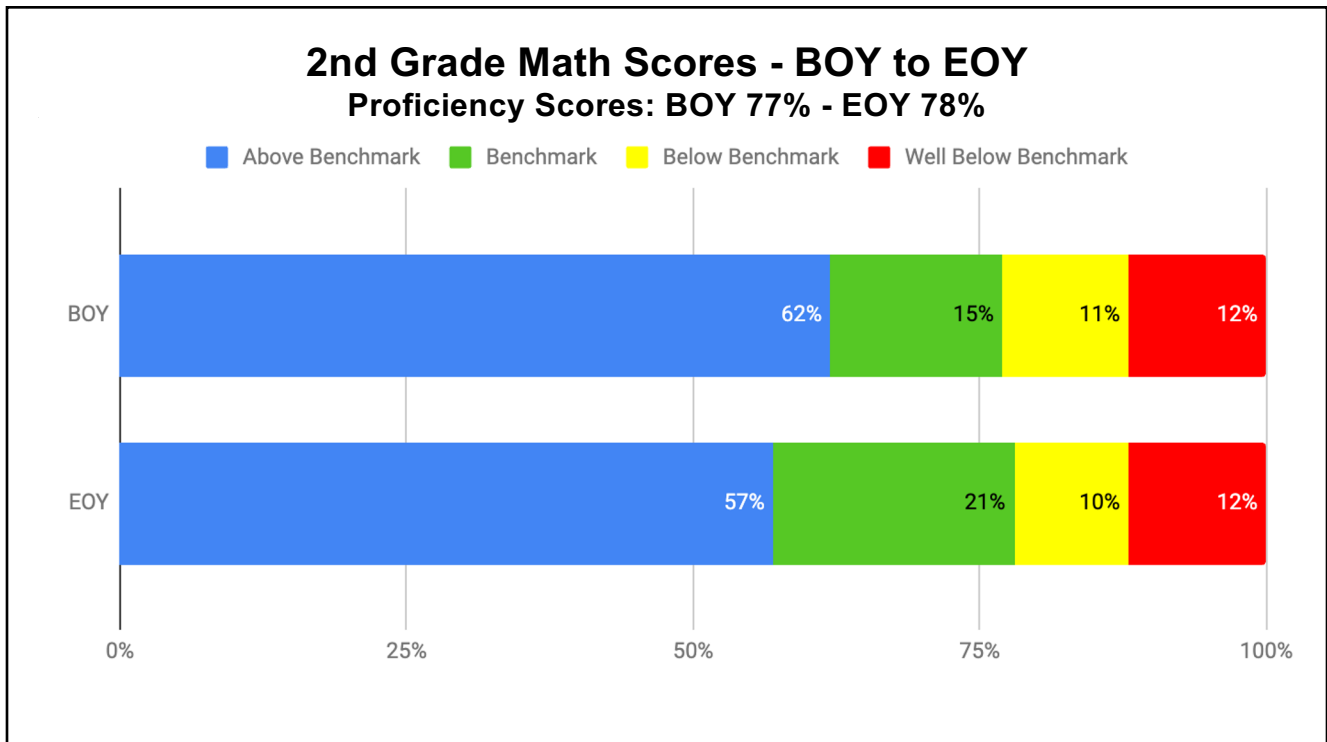
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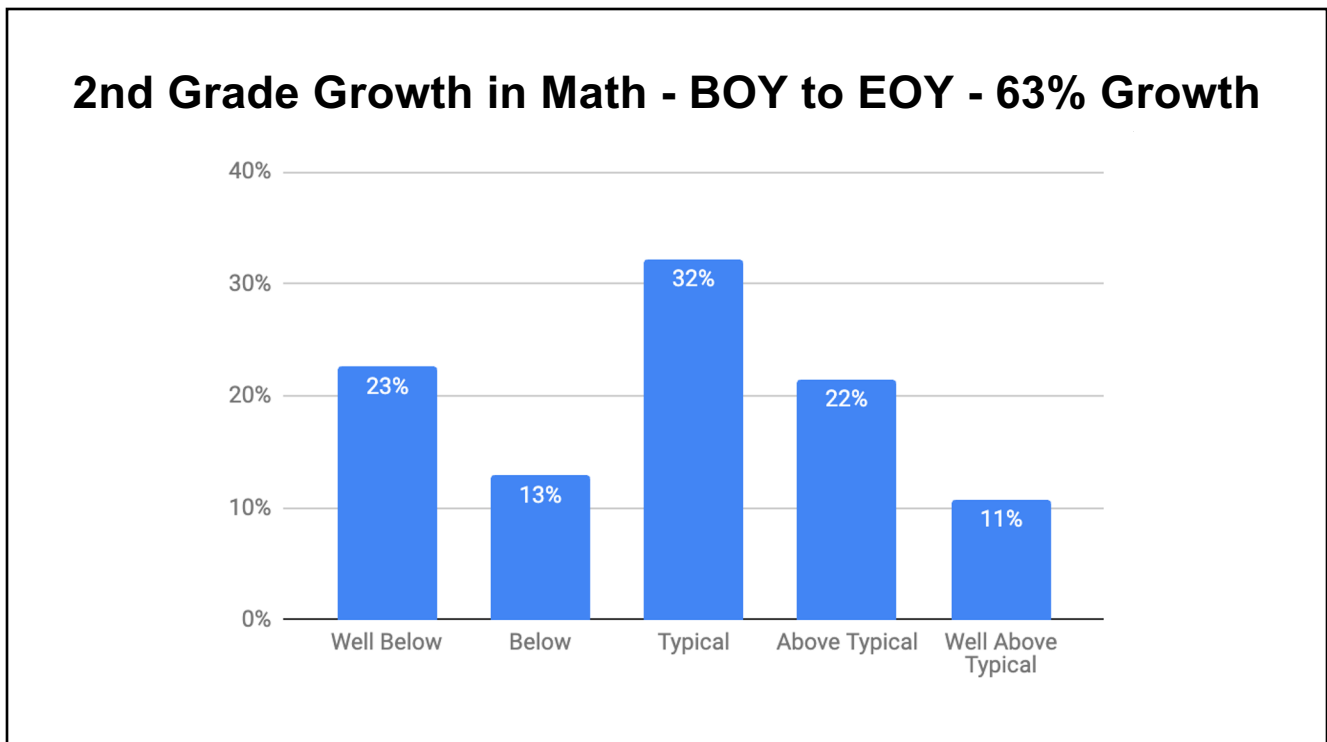
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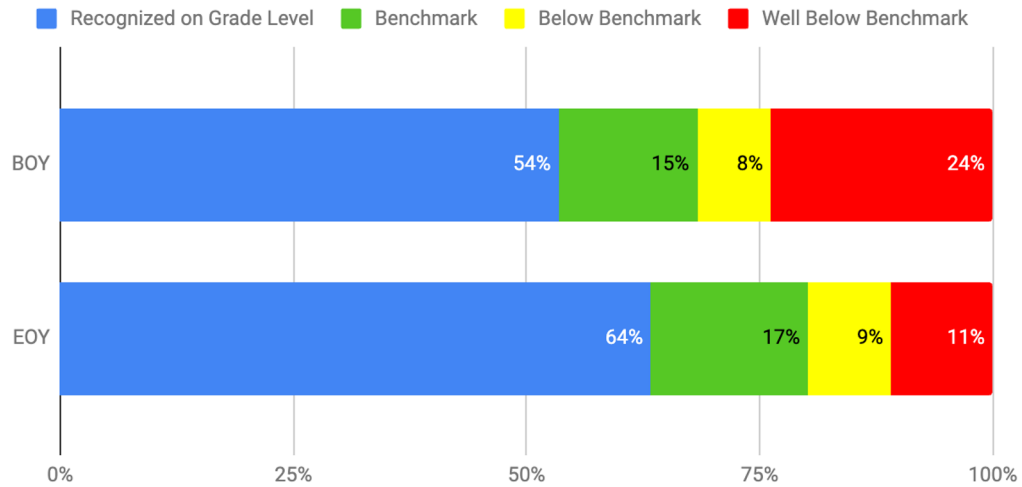
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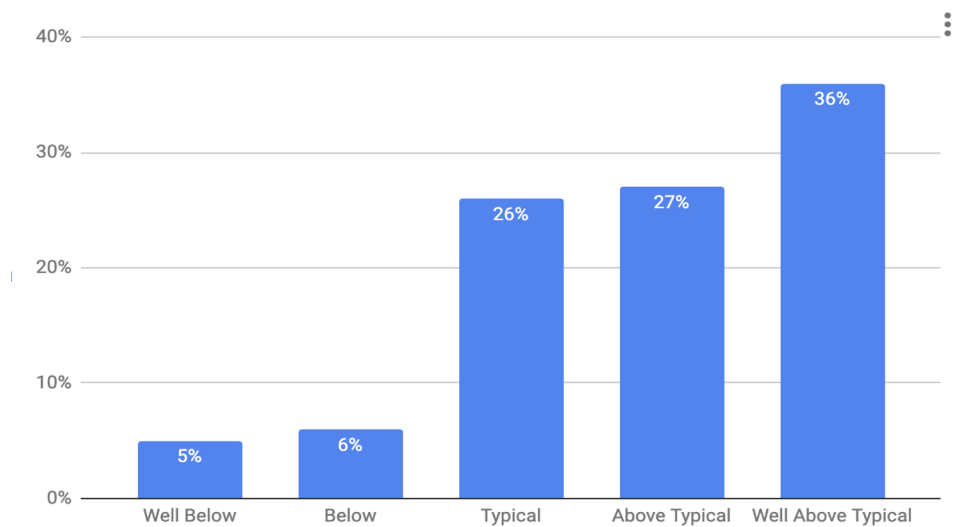
3rd Grade Literacy Scores - BOY to EOY

Proficiency Scores: BOY 69% - EOY 81%

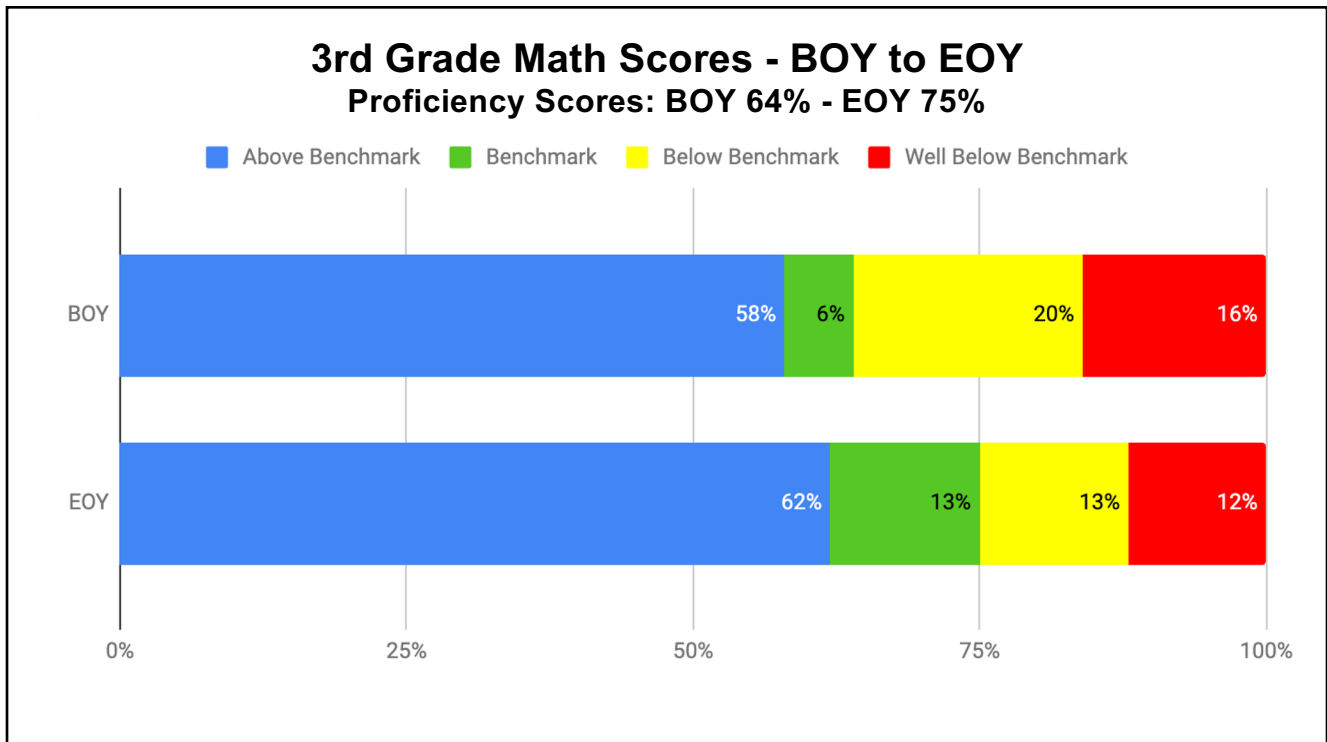


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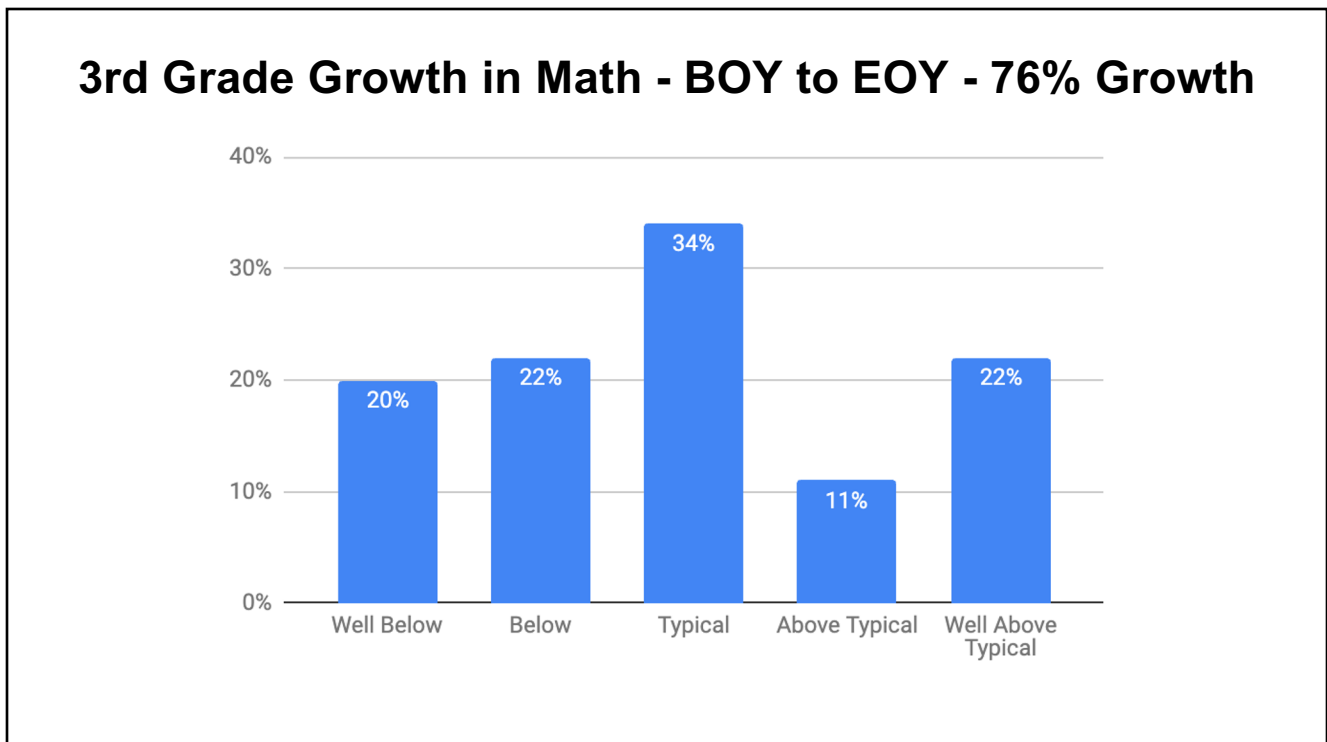
3rd Grade Growth in Literacy - BOY to EOY - 89% Growth



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State Growth Goal: 60% in Acadience Math

- Projected Growth in Math Grades K-3: 72%

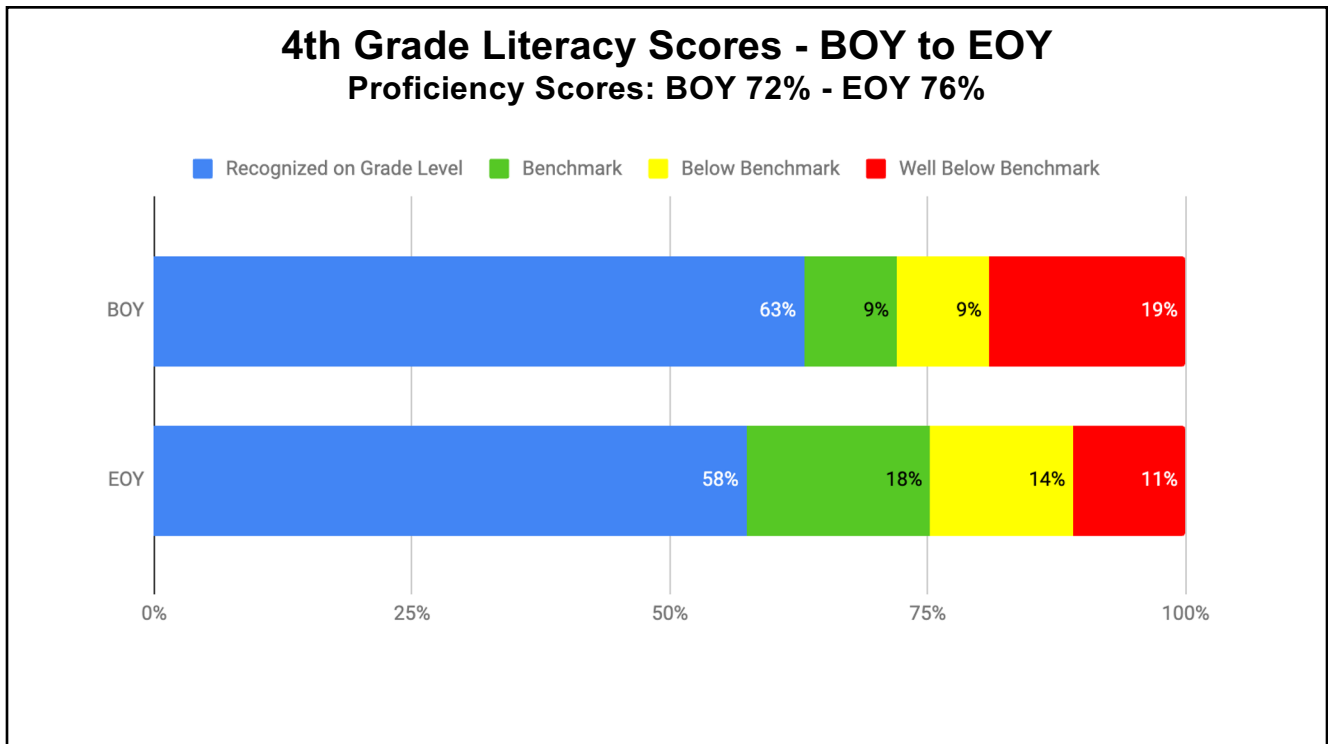
State ROGL Goal: 70% in 3rd Grade by 2027

- Kindergarten: 49%
- 1st Grade: 42%
- 2nd Grade: 62%
- **3rd Grade: 64%**

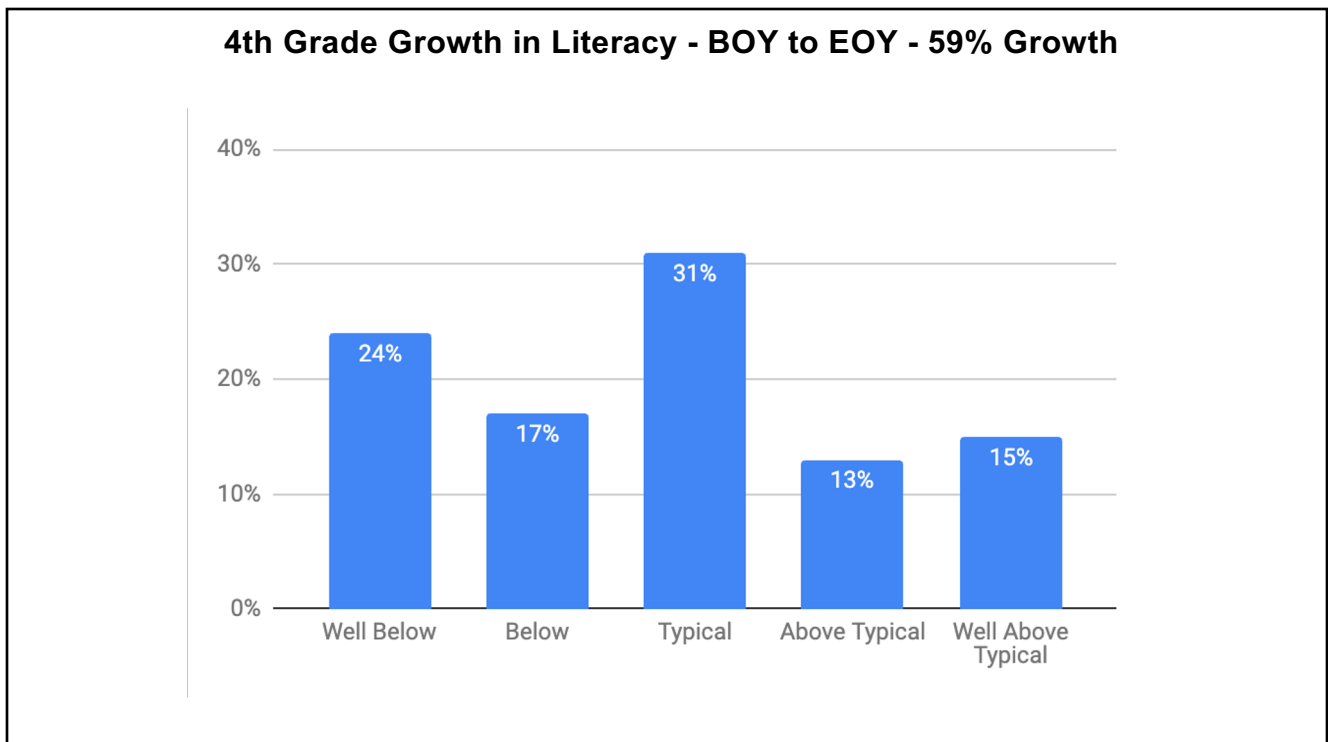
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Acadience Reading 4th - 6th

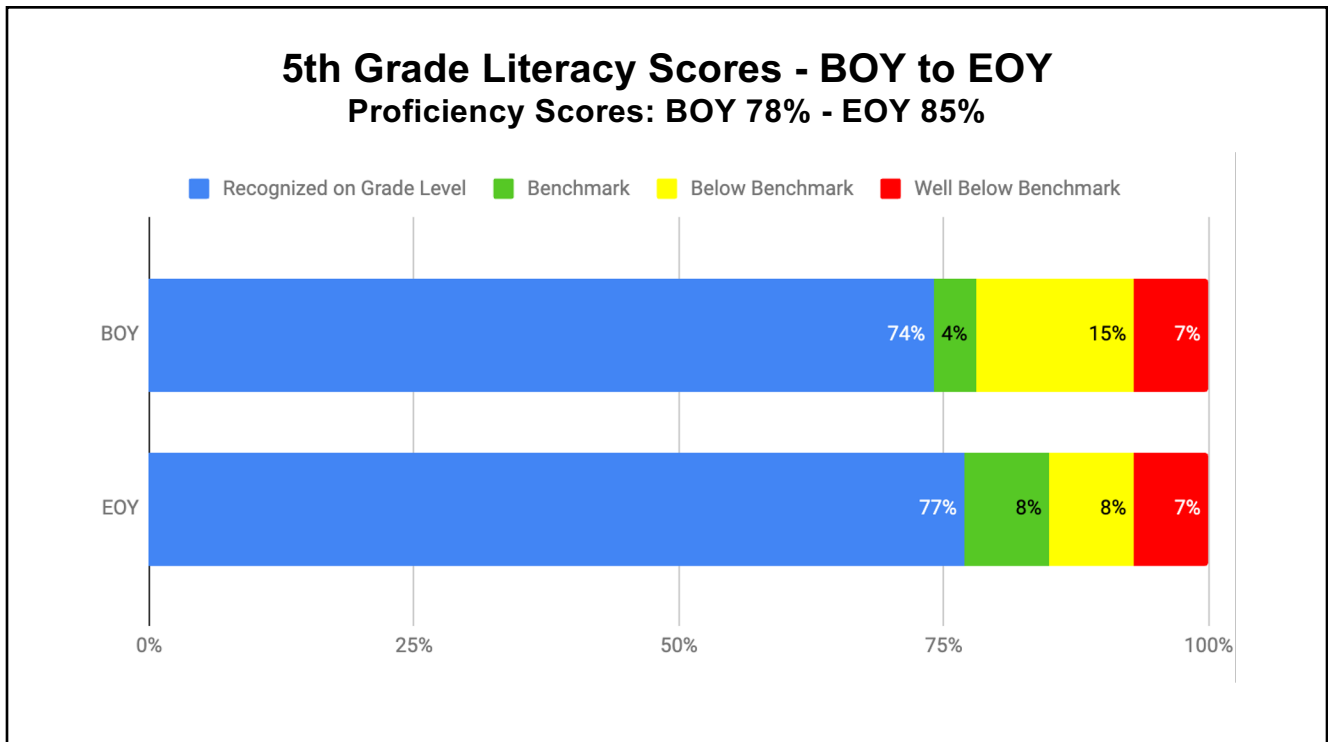
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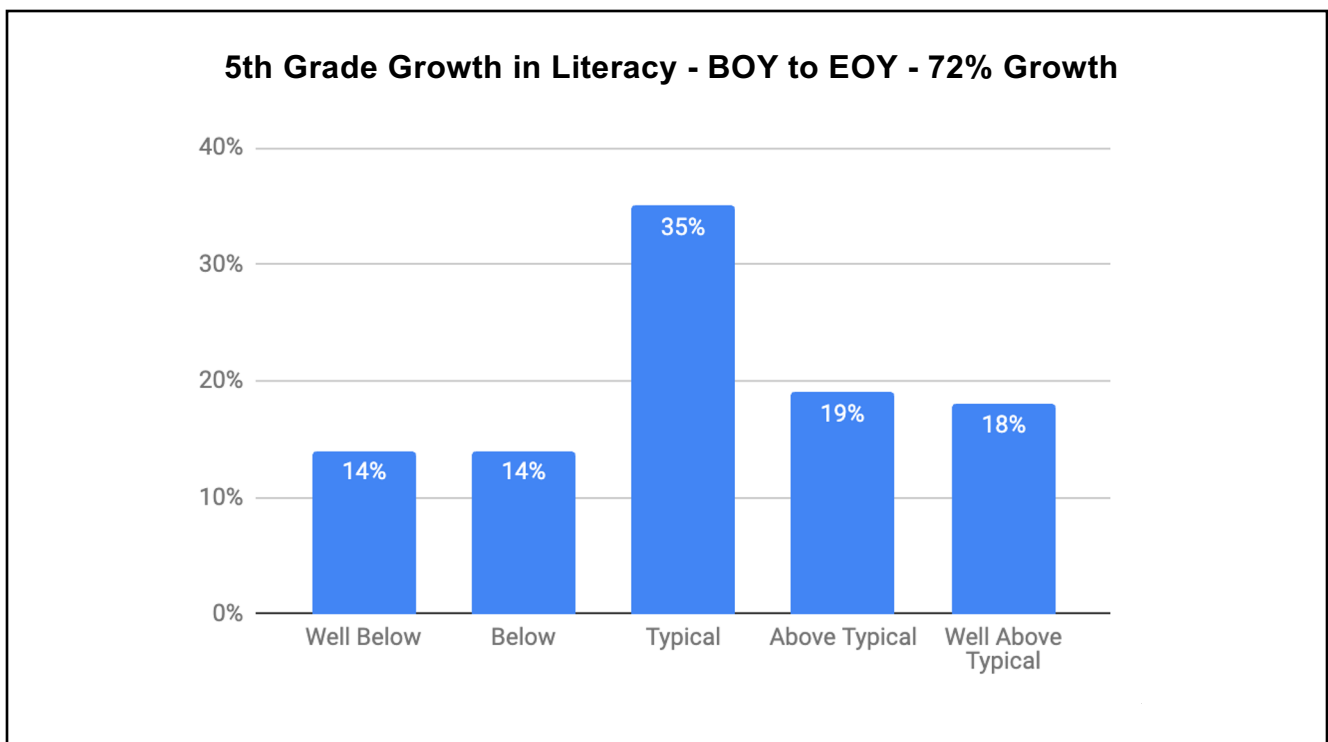
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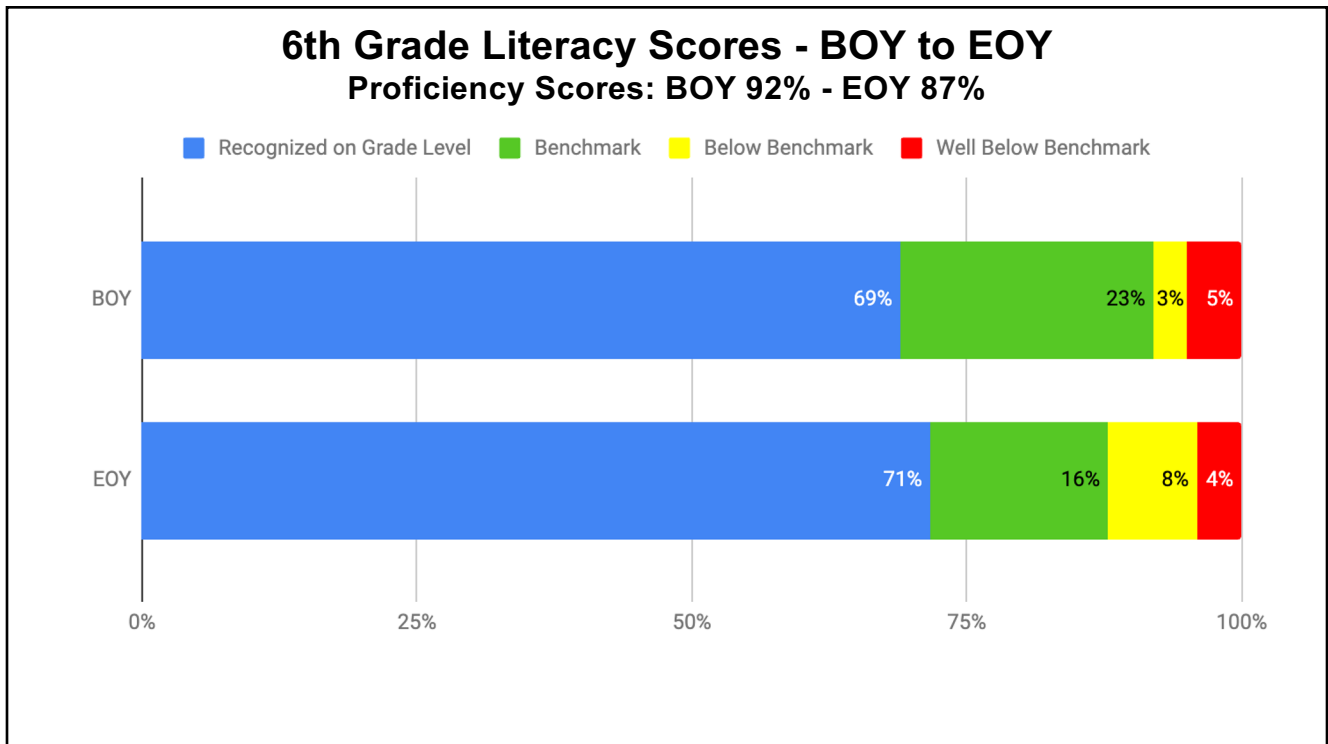
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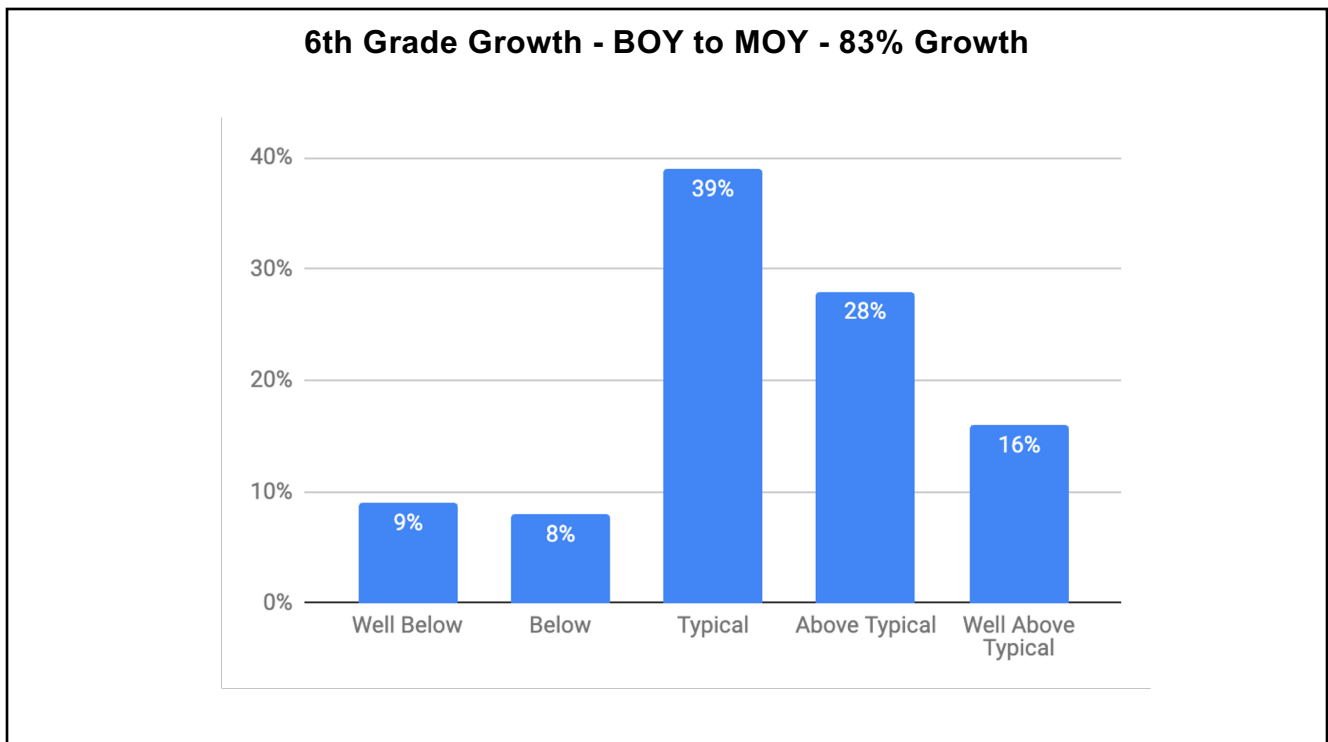
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Spring 2025 Civics Test Final Results

# of 8th grade Students	100
# of 8th graders who took the test	98
% of 8th graders who took the test	98%
# of test takers who passed the test	96
% of students who took the test who passed	98%
% of all 8th grade students who took the test who passed	96%

This is the last year we will give this due to the changes the Utah Legislature has enacted during the 2025 Legislative session.

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RISE Data Projections

- RISE Standards Review results are projected to be back in September
- USBE is projected to receive RISE LA Results in October
- Follow-up on LEA RISE ELA/Writing Scores in October
- Distribute RISE ELA and Writing Individual Student Reports to all students with Score Interpretation Guide
- School Reports Cards available for LEA embargoed review January 5th-January 20th
- Public Release of School Report Cards January 27th

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Utah Aspire Plus - (Opt-Out Percentage: % of overall grade)

Predictive Indicators:

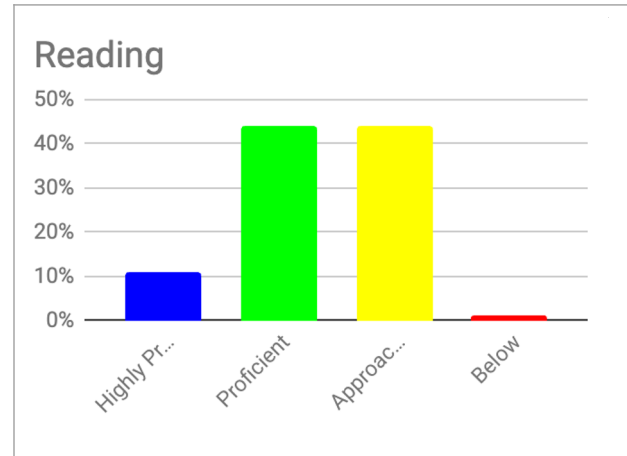
Overall Average ACT Predicted Score: 21
Last Year's Overall ACT Predicted Score: 22

88% of Students are "ON TARGET" with ACT Predictive Score Range of 18-36.

Two Students Scored cumulative Predictive scores of 31. We did not have any student score below a 14 this year.

READING - 55% Proficient

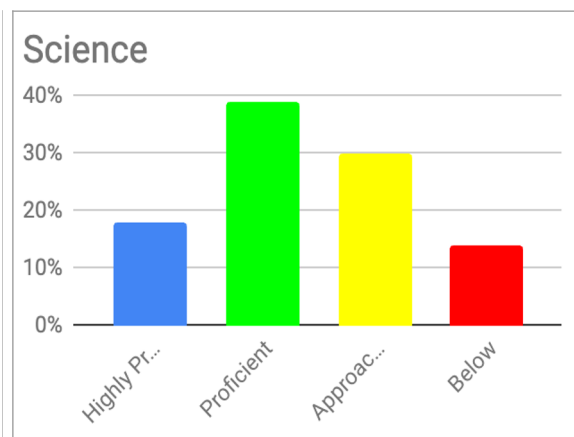
94% Participation rate



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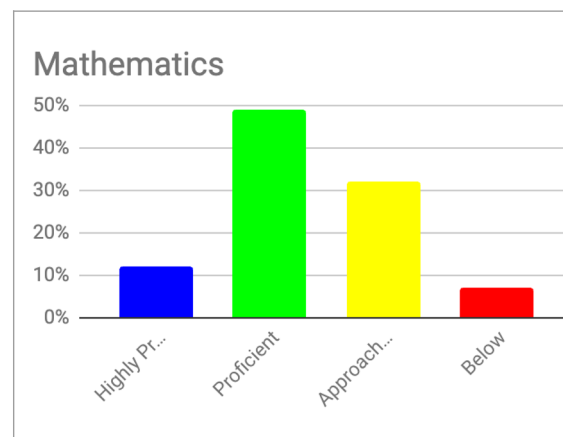
Science - 57% Proficient 11% Increase over last year

94% participation rate



Math - 61% Proficient 10% increase over last year

94% Participation Rate



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WIDA ACCESS Results

- 80 Students tested
- 18 Students “graduated” and begin 4 years of monitoring
 - K = 0/11 1st = **1**/7, 2nd = **2**/10, 3rd = 0/15, 4th = **8**/14, 5th = **5**/6, 6th = 0/4,
 - 7th = 0/3, 8th = 0/5 and 9th = **2**/5
- Effect of Pullouts on Graduation
 - 0 years = **5** /39 (13%) 1 year = **7**/30 (23%) 2 years = **6**/11 (55%)
- Our Current Levels of students (next page)

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WIDA ACCESS Results

Level	K	1	2	3	4	5	6	7	8	9	
1 = Entering	8			1	1						10
2 = Emerging	1	2	2	3	1		1	1	1		12
3 = Developing	2	3	5	10	1		2	2	4	3	32
4 = Expanding		2	3	1	9	3	1				19
5 = Bridging					2	1				2	5
6 = Reaching						2					2

[WIDA Proficiency Level Descriptions](#)

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ELA'S **PROPOSED** ANNUAL GOALS 25-26

Goal #1: Own and share our ELA story: Stay relevant and maintain full enrollment in an increasingly competitive school choice landscape.

Goal #2: Build the instructional capacity and professional excellence of ELA educators.

Goal #3: Consistently deliver an ELA-branded education: Provide an inclusive, supportive school environment; Engage each student in active personalized learning; Provide appropriate depth, complexity, and challenge across a broad range of disciplines.

Goal #4: Manage a sustainable budget, in alignment with school improvement initiatives, that supports diverse student needs, provides competitive compensation in order to attract and retain exemplary teachers & support staff, and anticipates student-centric investments in facilities, technology, and curriculum.

Goal Area	Specific Indicators
#1- Own and Share our Story	<ul style="list-style-type: none"> ● By April 2026, Early Light Academy will design and install at least one semi-permanent, student-accessible display in each building that highlights key moments, figures, or themes from local, national, or school history—making history visibly integrated into the learning environment across campus. ● By December 1, 2025, Early Light Academy will develop and implement a written social media strategy that outlines platform use, content types, posting frequency, and engagement goals in order to increase community awareness, celebrate student learning, and strengthen stakeholder connection—measured by at least a 25% increase in follower engagement by the end of the 2026-2027 school year. ● Starting in October 2025, Early Light Academy will provide a minimum of monthly school-wide communications to stakeholders in both English and the second most commonly spoken language among families, ensuring accessible and inclusive engagement throughout the 2025–2026 school year.
#2- Build Instructional Capacity and Professional Excellence of ELA Educators	<ul style="list-style-type: none"> ● By the end of 25-26 school year, ELA will hold two PCBL-centered PD's ● PCBL Implementation: <ul style="list-style-type: none"> ○ Teacher clarity for Junior High <ul style="list-style-type: none"> ■ By the end of October 2025, all junior high teachers will have a YLP directly aligned to standards ■ By the end of October 2025, all junior high teachers

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	<ul style="list-style-type: none"> will have a standardized aspire template ■ By the end of October 2025, a standardized proficiency scale will be established for both core and foundation junior high classes ■ By the end of 25-26 school year teachers will have created standards-based proficiency scales for at least 50% of their standards in one content area ○ Teacher clarity for Elementary <ul style="list-style-type: none"> ■ By the end of October 2025, teachers will have created grade-level, standards-based year-long plans for language arts ■ By the end of October 2025, the elementary team will create a grading template in Aspire for K-6 ■ By the end of the 25-26 school year, elementary teachers across all grades will implement tiered interventions and focus groups during the Language Arts block ● Create an Internal Processes Handbook <ul style="list-style-type: none"> ○ By Dec 1, 2025, common template(s) to build the Early Light Academy Master Processes Book will be created for use by all personnel ○ By the end of the 25-26 school year, all Leadership roles will be articulated with descriptors linked to the roles and responsibilities document
#3- Deliver an ELA-branded Education	<ul style="list-style-type: none"> ● Create “Journey of a Phoenix” <ul style="list-style-type: none"> ○ By the end of the 2025-2026 school year, the PCBL Coalition will present draft components of the “Journey of the Phoenix” framework to the full Early Light Academy staff for structured feedback. ● Acadience Proficiency Rate Goal <ul style="list-style-type: none"> ○ By 3rd grade, 70% of ELA students will be reading at grade level. ○ 60% of ELA students in grades K–3 will meet or exceed typical or above typical growth targets ● Increase our State Assessment Achievement by 1% over last year in Science, Math and Language Arts RISE scores
#4- Financial	<ul style="list-style-type: none"> ● By June 2026, maintain student enrollment at a minimum of 1,020 students by implementing targeted recruitment and retention strategies ● Days COH - end fiscal year at 95 days ● Maintain 1.1 or better debt ratio

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UTAH TITLE IX ATHLETICS REPORTING

Before the beginning of each academic year, the athletic director or another administrator of each school shall report to the school's local governing board regarding Title IX. Below are the details for each reporting category.

REQUIREMENTS:

The number and type of interscholastic sports available at the school, categorized by gender designation:
The number of students competing in a gender-designated interscholastic sport at the school, categorized by gender:
The amount of spending that the school devotes to each gender-designated sport, reported in total amount and on a per-student basis:
A comparison and evaluation of designated practice and game locations in gender-designated interscholastic sports:
Any information regarding the school's efforts in compliance with Title 63G, Chapter 31, Part 2, Distinctions on the Basis of Sex, and Title IX:
Is there a 10% or greater discrepancy between male-designated and female-designated sports? If yes, provide an action plan that the school develops to address the discrepancy.

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UTAH TITLE IX ATHLETICS REPORTING

2024-2025 School year

Category	Female-Designated Interscholastic Sports	Male-Designated Interscholastic Sports	Co-Ed Interscholastic Sports
Number and Type of Interscholastic Sports Available	<ul style="list-style-type: none"> • Basketball • Volleyball • Soccer • Cross Country 	<ul style="list-style-type: none"> • Basketball • Volleyball • Soccer • Cross Country 	
Number of Students Competing in a Gender-Designated Interscholastic Sport	<ul style="list-style-type: none"> • Basketball: 17 • Volleyball: 15 • Soccer: 18 • Cross Country: 7 - Total: 57 	<ul style="list-style-type: none"> • Basketball: 20 • Volleyball: 18 • Soccer: 21 • Cross Country: 16 - Total: 75 	
Amount of Spending the School Devotes to Each Gender- Designated Interscholastic Sport* <i>The dollar amounts in this row include all funds spent by the school on gender-designated interscholastic sports, including fees collected from students/parents and then subsequently spent by the school on gender-designated interscholastic sports.</i>	Basketball <ul style="list-style-type: none"> • Student Fee: \$105 • Actual Spent Per Student: \$181.90 • Total Spent: \$3092.23 Volleyball <ul style="list-style-type: none"> • Student Fee: \$105 • Actual Spent Per Student: \$105 • Total Spent: \$1,575 Soccer <ul style="list-style-type: none"> • Student Fee: \$105 • Actual Spent Per Student: \$105 • Total Spent: \$1,890 Cross Country <ul style="list-style-type: none"> • Student Fee: \$65 • Actual Spent Per Student: \$114.29 • Total Spent: \$800 	Basketball <ul style="list-style-type: none"> • Student Fee: \$105 • Actual Spent Per Student: \$139 • Total Spent: \$2779.30 Volleyball <ul style="list-style-type: none"> • Student Fee: \$105 • Actual Spent Per Student: \$105 • Total Spent: \$1,890 Soccer <ul style="list-style-type: none"> • Student Fee: \$105 • Actual Spent Per Student: \$105 • Total Spent: \$2,205 Cross Country <ul style="list-style-type: none"> • Student Fee: \$65 • Actual Spent Per Student: \$81 • Total Spent: \$1295 	

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

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Gender-Designated Interscholastic Sports Comparison and Evaluation

Sport	Practice Locations	Home Game Locations	Notes
Basketball	School gym	School gym	This is the same for both genders
Volleyball	School gym	School gym	This is the same for both genders
Soccer	School field	Oquirrh Park	This is the same for both genders
Cross Country	School field and nearby neighborhood	School field and nearby neighborhood	This is the same for both genders

Efforts by School to Comply with Utah Code 63G-31-201 et seq. (Distinctions on the Basis of Sex) and Title IX

Category	Compliance Efforts by School
Providing Separate Accommodates for Males and Females to Protect Individual Privacy, Health, and Competitive Opportunity	The school complies with applicable laws and policies by providing separate accommodations for males and females to ensure privacy, health, and competitive opportunity.
Not Providing a Sex-Designated Facility, Program, or Event of a Higher Quality to One Sex and of a Lesser Quality to the Opposite Sex	The school provides facilities for both males and females that are equal in quality.
Not Providing Males or Females Preferred or More Advantageous Scheduling of Facilities, Programs, or Events in Comparison to the Opposite Sex	The school does not schedule facilities usage, programs and events in a way that is more preferred or advantageous for males or females.
Not Providing Males or Females with More Sex-Designated Opportunities than the Opposite Sex in Excess of a 10% Disparity	The school does not provide Males or Females with More Sex-Designated Opportunities than the Opposite Sex in Excess of a 10% Disparity.
Not Requiring Males or Females to Participate or Compete Against the Opposite Sex in any Sex-Designated Facility, Program, or Event	The school does not Require Males or Females to Participate or Compete Against the Opposite Sex in any Sex-Designated Facility, Program, or Event.
Not Requiring, Giving Official Authorization For, or Knowingly Allowing Males or Females to Use a Sex-Designated Facility in the Presence of the Opposite Sex	The school is not Requiring, Giving Official Authorization For, or Knowingly Allowing Males or Females to Use a Sex-Designated Facility in the Presence of the Opposite Sex.

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Action Plan to Address Discrepancy (10% or greater) Between Male-Designated and Female-Designated Interscholastic Sports at the School

The school does not currently have a need for an Action Plan to address a discrepancy of 10% or greater between male-designated and female-designated interscholastic sports, as the opportunities are balanced and compliant with applicable regulations.

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Employees Engaging in Private Activities Related to Public Education **Administrative Procedures Summary**

The 2025 State Audit Procedures for Local Education Agencies require each school to establish a policy/procedure addressing employee participation in a “private, but public education-related activity.” As defined in R277-107, these activities involve an employee being compensated by a source other than the school (e.g., a student’s parent), with the primary clients being students of the school. Common examples include private tutoring, lessons, clinics, and camps. R277-107 contains several rules governing such private activities, and this admin procedure clarifies how these rules apply to school employees who choose to engage in them.

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

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EARLY LIGHT ACADEMY

Employees Engaging in Private Activities Related to Public Education Administrative Procedures

PURPOSE

Early Light Academy (the “School”) recognizes that its employees may have opportunities to engage with students in private activities related to public education that are not sponsored by the School. The School supports its employees participating in such activities so long as they are done appropriately.

These procedures are intended to help ensure that any private, but public education-related activity involving School employees is conducted in a manner that complies with state law and rules, including R277-107, and maintains the integrity of the public education system. These procedures outline expectations for School employees who sponsor or participate in private activities related to public education and delineate boundaries between public employment and private enterprise.

Definitions

For purposes of these procedures:

“Employee” means a person who is employed on a full-time, part-time, or contract basis by the School.

“Private, but public education-related activity” means any type of private activity for which:

- a. An employee of the School receives compensation; and
- b. The principal clients are students at the School.

“Private, but public education-related activity” may include:

- a. Tutoring;
- b. Lessons;
- c. Clinics;
- d. Camps; or
- e. Travel opportunities.

General Rules for School Employee Participation in Private, But Public Education-Related Activities

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Employees may participate in a private, but public education-related activity in accordance with R277-107 and these procedures.

1. Separation of Private and Public Roles

- a. Employees who participate in a private, but public education-related activity must ensure that such participation is separate and distinguishable from their employment with the School. For example, such employees may not:
 - i. Contact students at the School during School hours to promote such private activities; or
 - ii. Use student education records, School resources, or information gained through employment with the School in connection with such private activities, unless that information is readily available to the general public.

2. Prohibited Use of School Time and Resources

- a. Employees who participate in a private activity or a private, but public education-related activity may not use School time or resources to:
 - i. Discuss, promote, or prepare for such private activities; or
 - ii. Organize or advertise such private activities.

3. Permissible Activities by Employees

- a. Employees who participate in a private, but public education-related activity may:
 - i. Offer such private activities to students outside of regular School hours;
 - ii. Discuss such private activities with students or parents outside of the classroom and regular School hours;
 - iii. Use student directories or online resources which are available to the general public; or
 - iv. Advertise or promote such private activities in accordance with the rules in R277-107-3 and -4, including in School publications that allow commercial advertising.

4. Equity and Access

- a. Employees may not condition credit or participation in a School program or activity on a student's participation in such activities as clinics, camps, private programs, or travel activities that are not equally and freely available to all students.
- b. Employees may not state or imply to any person that participation in a regular School activity or program is conditioned on participation in a private activity.

5. Student-Initiated Educational Opportunities

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- a. Nothing in these procedures prohibit students from requesting or petitioning the School for academic credit for educational experiences obtained outside of School consistent with School policy and applicable state law.

6. Contracts Governing Private, But Public Education-Related Activities

- a. Contracts between an employee and a sponsor of a private, but public education-related activity shall be signed by the employee and include the acknowledgments set forth in R277-107-6.
- b. An employee shall provide the School with a signed copy of all contracts between the employee and a sponsor of a private, but public education-related activity. The School shall maintain a copy of such contracts in the employee's personnel file.

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EARLY LIGHT ACADEMY

Policies, Procedures, Plans (“PPP”) Required To Be Reviewed and/or Approved

PPP Required by Law to be Reviewed	Frequency	Date Last Reviewed	Reviewer
Attendance/Ttruancy and Attendance Data	Regularly	09/20/23	Board
Bullying and Hazing	Regularly	08/30/23	Board
Cash Handling	Regularly		LEA
Donation and/or Fundraising	Regularly	06/28/23	Board
Electronic Resources or Devices	Once every three years		LEA
Emergency Response/Preparedness Plan	Once every three years		Emerg. Committee
Fee Waiver	Annually	02/21/24	Board
Financial Reporting	Regularly		LEA
Parent and Family Engagement, Compact, Plan	Annually		LEA
Procurement	Regularly		LEA
Purchasing and Disbursement	Regularly		LEA
Sex Education Instruction	Every two years	06/28/23	Board
Salary Supplement for Highly Needed Educators Program	Annually	Not until 26-27	Board
Wellness	At least 1 time per year		Wellness Committee

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PPP Required by PPP only to be Reviewed	Frequency	Date Last Reviewed	Reviewer
Information Technology Security Policy & Plan	Periodically		IT Security Manager
Meal Charge/Alternate Meal Policy/Proc	Annually		LEA
Student Conduct and Discipline Plan	As Necessary	12/19/22	Board
Student Conduct and Discipline Policy	As Necessary	10/18/23	Board
Out-of-School Suspensions & Expulsions Data	Annually	06/19/24	Board
Language Access Policy	Annually		LEA

PPP Required by Law to be Re-Approved	Frequency	Date Last Reviewed	Reviewer
Electronic Resources or Devices	Once every three years	06/28/23	Board
Fee Waiver	Annually	02/21/24	Board
Parent and Family Engagement	Every two years	06/19/24	Board
Salary Supplement for Highly Needed Educators Program	Annually	Not until 26-27	Board
Wellness	Once every three years	08/30/23	Board

Other Required Trainings	Frequency	Date Last Reviewed	Reviewer
Arrest Reporting Policy	Annually	06/19/24	Board
School LAND Trust Board Training	Annually	02/21/24	Board
Open and Public Meetings Act	Annually	03/30/24	Board
Fraud Risk Assessment/Ethical Behavior (Ethics Policy)	Annually	06/19/24	Board
Fraud Risk Online Training	Once Every (4) Years	2027	Board

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Early Light Academy Sex Education Instruction Policy



EARLY LIGHT
ACADEMY

POLICY

The purpose of this policy is to ensure that the Sex Education Curriculum taught at Early Light Academy (the “School”) is compliant with state law. The School will comply with applicable state law regarding the presentation of sex education instruction or instructional programs.

"Sex education instruction or instructional programs" means any course, unit, class, activity or presentation that provides instruction or information to students about sexual abstinence, human sexuality, human reproduction, reproductive anatomy, physiology, pregnancy, marriage, childbirth, parenthood, contraception, HIV/AIDS, sexually transmitted diseases, or refusal skills, as defined in Utah Code § 53G-10-402. While these topics are most likely discussed in courses such as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this policy applies to any course or class in which these topics are the focus of discussion.

Every two years the Board of Directors will (a) review this policy; and (b) review data for the county in which the School is located regarding teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported in the School.

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EARLY LIGHT ACADEMY

Sex Education Instruction Administrative Procedures

These administrative procedures are established pursuant to the Sex Education Instruction Policy adopted by the School's Board of Directors.

In accordance with state law, all sex education instruction or instructional programs will comply with the requirements of Utah Code § 53G-10-402 through -403 and Utah Admin Code R277-474. Specifically, the School will:

- teach sexual abstinence before marriage and fidelity after marriage as methods for preventing certain communicable diseases;
- teach personal skills that encourage individual choice of abstinence and fidelity; and
- obtain prior parental consent before any sex education instruction, maturation education, or other instructional program.

The Director will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Director. If possible, the committee will also include health professionals and school health educators. The committee will have at least as many parents as school employees. The committee will select officers and is subject to the Utah Open and Public Meetings Act. The School's Board of Directors will review and approve the membership of the committee on or before August 1 each year. If the School's Board of Directors is composed of a majority of parents, it may elect to act as the committee.

The curriculum materials review committee will meet on a regular basis, as determined by the members of the committee, select officers for the committee and designate a committee chair, and comply with the Open and Public Meetings Act. The committee will review and make recommendations to the School's Board of Directors regarding instructional materials to be used by the School in connection with sex education instruction or a maturation education program. Program materials and guest speakers supporting instruction on these topics must also be reviewed and approved by the curriculum materials review committee.

Instructional materials used by the School in connection with sex education instruction or a maturation education program must be approved by the School's Board of Directors. These materials will comply with the requirements of applicable law and will be available for parents to review for a reasonable period of time prior to consideration for adoption by the Board of Directors.

The following topics may not be taught in the School:

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- The intricacies of intercourse, sexual stimulation or erotic behavior;
- The advocacy or encouragement of the use of contraceptive methods or devices; or
- The advocacy of premarital or extramarital sexual activity.

The School will comply with the Utah Family Educational Rights and Privacy Act, Utah Code § 53E-9-202 through -203 and obtain parental consent prior to any sex education instruction, maturation education, or other instructional program. At no time will a student be in the classroom during any sex education instruction, maturation education, or other instructional program unless an approval form signed by the student's parent/guardian is on file. The parental notification form will:

- a) explain a parent's right to review proposed curriculum materials in a timely manner;
- b) request the parent's permission to instruct the parent's student in identified course material related to sex education or maturation education;
- c) allow the parent to exempt the parent's student from attendance for a class period where identified course material related to sex education instruction or maturation education is presented and discussed;
- d) be specific enough to give parents fair notice of topics to be covered;
- e) include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials;
- f) be retained on file with affirmative parental consent for each student prior to the student's participation in discussion of issues protected under Section 53G-10-402; and
- g) be maintained at the School for a reasonable period of time.

Instructors may not intentionally elicit comments or questions about matters subject to parental consent requirements. Additionally, instructors' responses to questions spontaneously raised by students must be brief, factual, objective and in harmony with content requirements of this policy and state law. Responses must also be age appropriate and limited in scope to that reasonably necessary under the circumstances.

The School will ensure that educators with any responsibility for any aspect of sex education instruction will receive appropriate professional development outlining the sex education curriculum and the criteria for sex education instruction. The School will ensure that educators receive this professional development at least once every three years. Additionally, the School will ensure that such educators are familiar with requirements of the Utah Family Educational Rights and Privacy Act.

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Behavior Detail ELA

Sex	Grade	Incident	Action	# of Days
M	6	2025-442 Bullying on basis of race, color, national origin	In School Suspension	1
M	6	2025-589 Disrespecting Faculty	In School Suspension	1
M	7	2025-474 Pushed	In School Suspension	0
M	7	2025-610 Vandalism	Out of School Suspension	0
M	7	2025-949 Teasing	In School Suspension	0
M	7	2025-949 Teasing	Out of School Suspension	2
M	7	2025-660 Fighting with Student	Out of School Suspension	1
M	7	2025-973 Fighting with Student	In School Suspension	1
M	7	2025-973 Fighting with Student	Out of School Suspension	1
M	3	2025-46 Aggression/Violence	In School Suspension	0
M	1	2025-798 Aggression/Violence	Out of School Suspension	1
M	8	2025-815 Fighting with Student	Out of School Suspension	0
M	8	2025-815 Fighting with Student	Out of School Suspension	0
F	3	2025-560 Theft	In School Suspension	0
F	3	2025-613 Disruptive Behavior	Out of School Suspension	2
F	3	2025-701 Disrespecting Faculty	In School Suspension	2
M	8	2025-864 Possession of Prohibited Item	Out of School Suspension	7
M	3	2025-292 Fighting with Student	Out of School Suspension	1
M	6	2025-901 Threat/Intimidation	Out of School Suspension	1
M	3	2025-546 Fighting with Student	In School Suspension	1
M	3	2025-46 Aggression/Violence	In School Suspension	0
M	3	2025-47 Aggression/Violence	Out of School Suspension	1
M	3	2025-233 Aggression/Violence	Out of School Suspension	2
M	3	2025-546 Fighting with Student	In School Suspension	1
M	7	2025-755 Disruptive Behavior	In School Suspension	0
M	7	2025-755 Disruptive Behavior	Out of School Suspension	2
M	3	2025-799 Fighting with Student	Out of School Suspension	0

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M	4	2025-206 Bullying	In School Suspension	1
M	3	2025-258 Fighting with Student	In School Suspension	0
M	3	2025-935 Bullying	Out of School Suspension	1
M	8	2025-864 Possession of Prohibited Item	Out of School Suspension	3
M	5	2025-645 Aggression/Violence	In School Suspension	1
F	4	2025-690 Aggression/Violence	In School Suspension	1
M	7	2025-973 Fighting with Student	Out of School Suspension	1
M	7	2025-755 Disruptive Behavior	Out of School Suspension	2
M	7	2025-755 Disruptive Behavior	In School Suspension	0
M	3	2025-364 Hit	In School Suspension	1
M	3	2025-964 Aggression/Violence	Out of School Suspension	2
M	7	2025-396 Hit	In School Suspension	1
M	7	2025-432 Hit	In School Suspension	1
M	7	2025-463 Fighting with Student	In School Suspension	0
M	7	2025-467 Disrespecting Student	Out of School Suspension	1
M	7	2025-630 Theft	Out of School Suspension	1
M	7	2025-630 Theft	In School Suspension	0
M	7	2025-660 Fighting with Student	Out of School Suspension	1
M	7	2025-973 Fighting with Student	In School Suspension	1
M	7	2025-973 Fighting with Student	Out of School Suspension	1
M	7	2025-871 Unsafe Behavior	Out of School Suspension	0
M	5	2025-298 Fighting with Student	In School Suspension	1
F	6	2025-542 Threat/Intimidation	Out of School Suspension	1
F	6	2025-545 Threatening Bodily Harm	In School Suspension	1
F	6	2025-545 Threatening Bodily Harm	Out of School Suspension	1
F	1	2025-948 Aggression/Violence	Out of School Suspension	1
M	1	2025-624 Disruptive Behavior	In School Suspension	0
M	1	2025-722 Aggression/Violence	Out of School Suspension	1
M	1	2025-773 Verbal Aggression	Out of School Suspension	0
M	1	2025-907 Aggression/Violence	Out of School Suspension	1

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M	1	2025-718 Aggression/Violence	In School Suspension	1
M	1	2025-908 Unsafe Behavior	Out of School Suspension	1
F	1	2025-892 Aggression/Violence	Out of School Suspension	1
F	1	2025-970 Verbal Aggression	Out of School Suspension	0
M	3	2025-258 Fighting with Student	In School Suspension	0
M	3	2025-275 Fighting with Student	In School Suspension	1
M	3	2025-573 Pushed	Out of School Suspension	1
M	1	2025-667 Disrespecting Faculty	In School Suspension	1
M	1	2025-695 Elopement	Out of School Suspension	1
M	1	2025-777 Unsafe Behavior	Out of School Suspension	1
M	1	2025-792 Disrespecting Faculty	Out of School Suspension	1
M	0	2025-670 Fighting with Student	In School Suspension	1
M	3	2025-441 Pushed	In School Suspension	1
M	3	2025-839 Bullying on basis of disability	Out of School Suspension	1
M	3	2025-956 Disrespecting Student	In School Suspension	0
M	3	2025-956 Disrespecting Student	Out of School Suspension	1
F	6	2025-66 Threatening Bodily Harm	Out of School Suspension	2
F	6	2025-304 Disrespecting Faculty	In School Suspension	1
F	6	2025-553 Disrespecting Adult	In School Suspension	1
M	4	2025-969 Disrespecting Student	In School Suspension	1
M	5	2025-592 Disrespecting Student	In School Suspension	1
M	5	2025-834 Racial Comment	Out of School Suspension	1
M	5	2025-835 Sexual Inappropriateness	Out of School Suspension	1
M	5	2025-849 Racial Comment	Out of School Suspension	1
M	5	2025-929 Disrespecting Student	Out of School Suspension	6
M	5	2025-927 Disrespecting Student	Out of School Suspension	3
M	7	2025-973 Fighting with Student	Out of School Suspension	1
M	7	2025-755 Disruptive Behavior	In School Suspension	0
M	7	2025-755 Disruptive Behavior	Out of School Suspension	2
M	0	2025-932 Threatening Bodily Harm	Out of School Suspension	1

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Early Light Academy Arrest Reporting Policy



POLICY

The Board of Directors of Early Light Academy (the “School”) recognizes the importance of receiving information regarding arrests, convictions, and other offenses of employees, Board Members, and volunteers in order to assist the School in adequately safeguarding the safety of students.

Employees who are licensed by the Utah State Board of Education shall report arrests, citations, charges, and convictions as set forth in Utah Administrative Code Rule R277-217-4.

The Executive Director of the School shall establish administrative procedures that comply with the requirements of Utah Administrative Code R277-316-4 with respect to the required reporting of arrests and convictions of the following individuals: employees that are not licensed by the Utah State Board of Education, volunteers who have significant unsupervised access to students in connection with their volunteer assignment, Board Members, and any other employee who drives a motor vehicle as part of his or her employment responsibilities at the School.

The Board acknowledges the requirement that Board Members report arrests and convictions as set forth in R277-316-4.

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Arrest Reporting Administrative Procedures

These procedures are established in accordance with the Arrest Reporting Policy adopted by the School's Board of Directors.

Required Reports

(a) Non-USBE-licensed employees of the School, (b) School volunteers who are given significant unsupervised access to children in connection with their volunteer assignment, (c) Board Members, and (d) any School employees who drive a motor vehicle as part of their employment responsibilities must report to the Executive Director information regarding the following matters:

- Convictions, including pleas in abeyance and diversion agreements;
- Any matters involving arrests for alleged sex offenses;
- Any matters involving arrests for alleged drug-related offenses;
- Any matters involving arrests for alleged alcohol-related offenses; and
- Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5, Offenses Against the Individual (e.g., assault, child abuse, sexual offenses, etc.).

Timeline for Reports

Current employees of the School must provide the required reports to the Executive Director within 48 hours (or as soon as possible thereafter) of receiving notification of this policy. Thereafter, employees of the School must submit required reports to the Executive Director within 48 hours (or as soon as possible thereafter) of the event necessitating the report. New employees of the School must report this information prior to commencing work for the School.

Procedure for Review of Reports

The Executive Director will review and investigate all reports received pursuant to the policy and determine whether any employment action is necessary to protect the safety of students.

The Executive Director will maintain the confidentiality of the information submitted and only share such information with individuals who have a legitimate need to know. Information regarding the reports, the results of any investigation, the Executive Director's determination, and any action taken will be maintained in a separate, confidential employment file. These records

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will only be kept as long as the Executive Director determines it is necessary to protect the safety of students.

Required Action

Any individual who reports a matter involving alleged sex offenses or other alleged offenses which may endanger students shall be immediately suspended from all student supervision responsibilities during the period of investigation.

Any individual who reports a matter involving alcohol or drugs shall be immediately suspended from transporting students, operating motor vehicles on school business, or operating or maintaining school vehicles during the period of investigation.

Due Process

An employee or volunteer dismissed or suspended from employment or appointment shall receive adequate due process consistent with Utah Code § 53G-11-405, including written notice of the reasons for dismissal or suspension and have an opportunity to respond to the reasons.

Training

The Executive Director will ensure that individuals subject to this policy receive appropriate training regarding their arrest reporting obligations.

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BOARD MEMBER PERFORMANCE EXPECTATIONS

General Responsibilities:

Each trustee is responsible for actively participating in the work of the Early Light Academy Board, and the life of the school. Each board member is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to nominating any candidate as a board member. The Early Light Academy Board will nominate the candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities below, individual trustees are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board Members.

Specific Responsibilities:

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of Early Light Academy.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the Board:
 - Focus on the good of the organization and group, not on a personal agenda.
 - Support board decisions once they are made.
 - Speak as one voice, the board.
 - Participate in an honest appraisal of one's own performance and that of the board.
 - Build awareness of and vigilance towards governance matters rather than management.
4. Regularly attend board and committee meetings. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair with as much notice as possible.
5. Be prepared to contribute approximately 8-10 hours per month toward board service which includes:
 - Attending a monthly board meeting (approximately 2 hours)
 - Attending additional board meetings as necessary
 - Participating on a board committee (approximately 2 hours)
 - Reading materials, preparing for meetings (approximately 1 hour)
 - Attending events at the school, assisting with fund raising and other ambassador tasks as needed (approximately 1-2 hours)
6. Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
7. Use personal and professional contacts and expertise for the benefit of Early Light Academy.
8. Serve as a committee or task force chair or member and complete tasks assigned timely.
9. Inform the Early Light Academy Board of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.
10. Observe and keep confidentiality when needed.

Board Member Signature

Date

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

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Early Light Academy Ethics Policy



Early Light Academy (the “School”) adopts this policy to ensure that individuals associated with the School, including Board Members and employees, conduct themselves consistent with high standards of ethics and with applicable law.

Any allegation of a violation of this policy should be reported to the School’s Board of Directors in accordance with the School’s Staff Grievance Policy or Parent Grievance Policy, as applicable. The Board will ensure that all allegations of ethics violations are promptly investigated and that appropriate action is taken based on the results of the investigation.

No Board Member or School employee may violate Utah Code 76-8-105, which precludes the solicitation or receipt of a bribe.

No Board Member or School employee may violate the Utah Public Officers’ and Employees’ Ethics Act (Utah Code 67-16-1, et seq.), which, among other requirements, precludes Board Members and School employees from:

- (a) accepting employment or engaging in any business or professional activity that he/she might reasonably expect would require or induce him/her to improperly disclose controlled information that he/she has gained by reason of his/her official position;
- (b) disclosing or improperly using controlled, private, or protected information acquired by reason of his/her official position or in the course of official duties in order to further substantially his/her personal economic interest or to secure special privileges or exemptions for himself/herself or others;
- (c) using or attempting to use his/her official position to:
 - [i] further substantially his/her personal economic interest; or
 - [ii] secure special privileges or exemptions for himself/herself or others;
- (d) accepting other employment that he/she might expect would impair his/her independence of judgment in the performance of his/her public duties;
- (e) accepting other employment that he/she might expect would interfere with the ethical performance of his/her public duties; or
- (f) except as otherwise allowed in the law, knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly for himself/herself or another a gift of substantial value or a substantial economic benefit tantamount to a gift:
 - [i] that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties;

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- [ii] that he/she knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding him/her for official action taken; or
- [iii] if he/she recently has been, is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided in Utah Code 67-16-6.

Licensed educators of the School must comply with Utah Educator Standards contained at R277-515-3 pertaining to the ethical conduct required of all licensed educators in the state of Utah.

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Board Member Annual Commitment to Ethical Behavior

I understand that as a board member of **Early Light Academy**, I should always engage in ethical behavior. I have read the school's Ethics Policy and am committed to abiding by the policy, conducting myself consistent with high standards of ethics, and complying with applicable law.

Signature _____
Jenn Lund

Date

Signature _____
Brett Crockett

Date

Signature _____
Candice Mitchell

Date

Signature _____
Brian Christensen

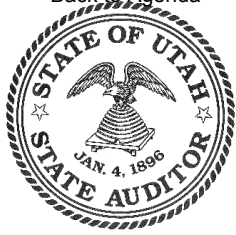
Date

Signature _____
Ann Khong

Date

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: 375/395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	--	20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Early Light Academy

*Completed for Fiscal Year Ending: June 30, 2025 *Completion Date: June 18, 2025

*CAO Name: Stephanie Schmidt *CFO Name: Brett Crockett

*CAO Signature: _____ *CFO Signature: _____

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				X
4. Are all the people who have access to blank checks different from those who are authorized signers?		X	X	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

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Early Light Academy Board Meeting Minutes Wednesday, May 14, 2025

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



In Attendance: Jenn Lund, Brett Crockett, Brian Christensen, Ann Khong,

Excused: Candice Mitchell,

Others in Attendance: Stephanie Schmidt, Erin Winterton, Janeil Jones, Chelsey Sorenson, Amanda Nimmo, 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

8:37 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund

There was no PUBLIC COMMENT. This was the second public comment period for the i-Ready LA & Math Curriculum.

REPORTS

- **Counselors**
 - ✓ Review Comprehensive Guidance Data Project – Janeil Jones & Chelsey Sorenson were present to present their Comprehensive Guidance Data Project which is the second year to lower their chronic absentee rate by 3%. The counselors discussed the school's efforts to improve attendance rates, which have been affected by the pandemic and changing parental attitudes towards education. The school implemented new procedures, such as requiring parents to call in to excuse absences, and held parents more accountable for their children's attendance. Despite these efforts, the school's chronic absenteeism rate increased by 6% compared to the previous year. The school is continuing to work on attendance issues and is considering further interventions to address the problem.
- **Administration**
 - ✓ Director Report – Stephanie Schmidt

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- ★ **PCBL Presentation** – Amanda Nimmo was here to present her experience implementing a self-paced curriculum for 9th grade math. The new approach allows students to progress at their own pace through online modules, with checkpoints and quizzes to ensure understanding. Students report feeling less stressed and more engaged, with 93% enjoying the new curriculum. Test scores have improved significantly, with proficiency increasing from 46% to 61%. The self-paced model has been particularly beneficial for special education and ELL students. Ms. Nimmo notes improved student confidence, fewer retakes needed, and better retention of material. She plans to make some adjustments for next year, including more project-based learning and differentiated options for honors credit.
- ★ Director Schmidt highlighted various school activities and initiatives. The school's volleyball team won the region championship, and the Beverly Taylor Sorenson program filmed a video at the school to showcase their arts integration. Upcoming events include capstone trips to Utah State University and end-of-year programs. The school is in its planning year for implementing Personalized Competency-Based Learning (PCBL), with a focus on defining proficiency. Enrollment for the next year is higher than usual at 1,175 students, though this number is expected to decrease over the summer. She concluded by reviewing the progress on various goals, including increasing the visibility of history in the school buildings, improving social media presence, and clarifying communication processes with stakeholders.

CONSENT ITEMS

- April 23, 2025 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
 Brett Crockett – Aye
 Brian Christensen – Aye
 Ann Khong – Aye
Motion passed unanimously.

VOTING ITEMS

- Award IFB for Kitchen Equipment – Stephanie Schmidt stated that we are still trying to spend down our CNP funds. Dawn reminded the board that they approved the kitchen equipment last meeting pending the RFP/IFB process for select items that weren't on state contract. Steph put out an IFB for those items and Culinary Depot came in with lowest bid for those items. There was an alternate oven listed but the price was not included on the bid. There was a discussion on the possibly of not having enough electrical capacity for the oven.
- Award IFB for Roof Repairs – Stephanie Schmidt stated that they need to redo the elementary roof because the warranty has expired and we have a leak. It is just for one section and we will continue to do the rest in phases. M2 Painting and Waterproofing will

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be awarded the IFB for coming in with the lowest quote with an amount not to exceed \$60,000.

- *i-Ready Reading & Math Curriculum* – Stephanie Schmidt stated that this curriculum has gone through two public comment periods. i-Ready is a recognized program not only with the teachers but on the state’s recommended list. This program is a diagnostic assessment for both reading and math which should simplify things for teachers since it replaces several reading and math programs. Total cost is \$59,032.13 but the school will only be paying \$12,929 due to grants received by the school.
- *Paid Parental and Postpartum Recovery Leave Policy* – Stephanie Schmidt reviewed the Paid Parental and Postpartum Recovery Leave policy which is required by the legislation in 2024 which guarantees leave benefits in the event an employee gives birth to a child, adopts a child, is appointed as a legal guardian of a child, or has a foster child. There was a discussion if the leave is in addition to PTO.
- *Salary Supplement for Highly Needed Educators Program Policy* – Stephanie Schmidt this policy replaces the current Teacher Salary Supplement Program (TSSP) for high needed education which is known as the SHiNE. TSSP was ran by the state and they chose math, science and SpEd as the highly needed areas. This policy gives the administration the ability to establish the salary supplement amount eligible teachers will receive each year, which amount must be equal with the total SHiNE Program funds allocated to and received by the LEA for the year. For the upcoming year, Steph will continue to supplement math, science and SpEd. This policy must be reviewed each year.

Jenn Lund made a motion to approve the following:

- ✓ **Approve awarding the contract for kitchen equipment to Culinary Depot and authorize the director to purchase the kitchen equipment in an amount not to exceed \$60,000;**
- ✓ **Approve awarding the contract for roof repairs to M2 Painting and Waterproofing in an amount not to exceed \$60,000;**
- ✓ **Approve the i-Ready reading and math curriculum not to exceed \$63,000;**
- ✓ **Approve the Paid Parental and Postpartum Recovery Leave Policy; and**
- ✓ **Approve the Salary Supplement for Highly Needed Educators Program Policy.**

Ann Khong seconded the motion. The roll call votes were as follows:

**Jenn Lund – Aye
Brett Crockett – Aye
Brian Christensen – Aye
Ann Khong – Aye**

Motion passed unanimously.

DISCUSSION ITEMS

- *Calendaring Items* – ALL
 - ✓ Next PreBoard Meeting – June 4th @ 10:30 a.m.
 - ✓ Annual Board Meeting – June 18th
 - ✓ NCSC25 Orlando, FL June 29 – July 2

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

10:21 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 @ ELA. Brian Christensen seconded the motion. The roll call votes were as follows:

Jenn Lund – Aye

Brett Crockett – Aye

Brian Christensen – Aye

Ann Khong – Aye

Motion passed unanimously.

11:09 AM – Jenn Lund made a motion to exit the CLOSED SESSION and ADJOURN. Ann Khong seconded the motion. The roll call votes were as follows:

Jenn Lund – Aye

Brett Crockett – Aye

Brian Christensen – Aye

Ann Khong – Aye

Motion passed unanimously.

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**Early Light Academy
Board of Directors
Closed Session Statement
Wednesday, May 14, 2025**

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 to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) and (f) respectively~~.

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

Signed on the 14 day of, May 2025, at South Jordan, Utah.

Jenn Lund

Jenn Lund
Board Chair

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



ELA Board of Directors Meeting Wednesday, June 18, 2025

Consent Item: *School-Based Mental Health Qualified Grant*

Issue

The Board is required to approve the School-Based Mental Health Qualified Grant that was due May 31, 2025.

Background

Early Light Academy had the opportunity to apply for School-based Mental Health Qualified Grant Program. This program is an optional grant program. Only LEAs who have completed the application by May 31, 2025, are awarded funding.

The state board shall distribute money appropriated under this section to Local Education Agencies (LEAs) to provide, in school, targeted school-based mental health support, including clinical services and trauma-informed care, through employing or entering into contracts for services by qualifying personnel or employing behavioral health support personnel.

ELA will use funds from the Mental Health Grant to hire a school counselor and supporting behavior personnel. The goals of the grant include reducing disruptive behavior and student suspensions. The school counselor and behavior support personnel will work together to reduce disruptive behavior and suspensions by providing proactive, targeted support for students. The counselor addresses underlying emotional and social issues through counseling and skill-building groups, while the behavior support staff implements individualized behavior plans, models positive behavior strategies, and works closely with teachers to maintain consistent expectations. By collaborating with families and staff, they create a supportive environment that helps students develop self-regulation skills, improves classroom behavior, and keeps students engaged in learning rather than facing exclusionary discipline.

Budget Allocation: \$52,901.33

Budget allocation will be used to cover a portion of the salary for a school counselor and supporting behavior personnel.

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Due to the last-minute opportunity to apply for this grant, there wasn't time to get a board meeting together to approve the grant prior to the submittal. Although it is not a standard practice, we are asking the board to ratify this after the fact.

Recommendation

It is recommended that the Board ratify the School-Based Mental Health Qualified Grant.

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ELA Board of Directors Meeting Wednesday, June 18, 2025

Action Item: 2024-2025 Final Amended Budget

Issue:

Approval of a final amended 2024-2025 operating budget is needed to comply with state law prohibiting actual expenditures from exceeding budgeting expenditures.

Background:

USBE (Utah State Office of Education) evaluates charter school performance on a number of financial metrics, one of those is expense budget variance. In order to maintain compliance, schools are not allowed to have total expenditure exceed budget. Additionally, schools cannot overspend their budget.

The current operating budget is the original budget that was prepared and adopted in the June 2024 board meeting. Since that time, there have been additional revenues and expenses, approved by the board, necessitating a final amended budget to comply with state law. The proposed final amended budget for Early Light Academy is reflective of to date actual revenue and expenses plus projections for the remainder of the school year.

Recommendation:

It is recommended the Board approve the final amended budget for the 2024-2025 school year.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Early Light Academy
Statement of Financial Position
As of May 31, 2025

	Period Ending 05/31/2025	Period Ending 05/31/2024
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash		
Cash		
8111-06F-001 - ELA ZB OP	\$ 1,547,605	\$ 736,373
8112-06F-001 - ELA ZB Petty	11,578	29,751
Total Cash	1,559,183	766,124
Investments		
8120-06F-001 - PTIF - ELA	1,735,985	1,653,171
Total Investments	1,735,985	1,653,171
Operating Cash	3,295,168	2,419,295
Accounts Receivables	7,384	7,499
Other Current Assets	28,638	159,635
Total Current Assets	3,331,190	2,586,429
Restricted Cash	2,626,419	2,629,670
Net Assets		
Fixed Assets	21,196,646	20,230,528
Depreciation	(5,178,649)	(4,552,184)
Total Net Assets	16,017,997	15,678,344
Total Assets & Other Debits	\$ 21,975,606	\$ 20,894,443
Liabilities & Fund Equity		
Current Liabilities	\$ 22,987	\$ 16,136
Long-Term Liabilities	21,795,621	22,149,240
Fund Balance	(1,260,261)	(1,453,248)
Net Income	1,417,259	182,315
Total Liabilities & Fund Equity	\$ 21,975,606	\$ 20,894,443

**Early Light Academy
Statement of Activities
7/1/2024 - 5/30/2025**

	Annual June 30, 2025	Year-to-Date May 31, 2025	Annual June 30, 2025	Change	Annual June 30, 2026
	Original Budget	Actual	Final Budget	Original Budget to Final	Original Budget
Net Income					
Income					
Revenue From Local Sources	\$ 512,500	\$ 585,419	\$ 597,448	\$ 84,948	\$ 501,090
Revenue From State Sources	11,218,988	10,274,450	11,487,221	268,233	12,118,637
Revenue From Federal Sources	343,892	101,038	371,117	27,225	356,185
Total Income	12,075,380	10,960,907	12,455,786	380,406	12,975,912
Expenses					
Instruction/Salaries					
0121 - Salaries - Principals and Assistants	412,000	405,586	420,000	8,000	435,000
0131 - Salaries - Teachers	4,005,217	3,242,940	4,135,655	130,438	4,236,045
0132 - Salaries - Substitute Teachers	-	13,757	-	-	-
0142 - Salaries - Guidance Personnel	134,703	129,674	138,511	3,808	153,485
0152 - Salaries - Secretarial and Clerical	199,816	170,850	199,816	-	201,379
0161 - Salaries - Teacher Aides and Paras	903,172	709,419	903,172	-	1,041,770
0162 - Salaries - Media Personnel	46,363	43,715	46,363	-	47,080
Total Instruction/Salaries	5,701,271	4,715,941	5,843,517	142,246	6,114,759
Employee Benefits					
0220 - Social Security	436,128	397,936	530,575	94,447	535,944
0230 - Local Retirement	151,761	136,744	169,082	17,321	187,300
0240 - Group Insurance	100,000	89,154	139,298	39,298	152,900
0270 - Industrial Insurance	37,056	27,008	37,700	644	41,900
0280 - Unemployment Insurance	87,416	72,332	88,334	918	95,219
0290 - Other Employee Benefits	697,440	573,980	746,116	48,676	748,325
Total Employee Benefits	1,509,801	1,297,154	1,711,105	201,304	1,761,588
Purchased Prof & Tech Serv					
0320 - Professional - Educational Services	353,300	339,049	420,668	67,368	411,986
0330 - Professional Development	44,000	15,036	20,656	(23,344)	22,966
0340 - Other Professional Services	105,300	47,013	54,527	(50,773)	54,019
0345 - Business Services	464,300	457,387	460,500	(3,800)	476,000
0350 - Technical Services	125,000	151,949	171,105	46,105	116,850
Total Purchased Professional & Tech Services	1,091,900	1,010,434	1,127,456	35,556	1,081,821

Early Light Academy
Statement of Activities
7/1/2024 - 5/30/2025 (continued)

	Annual June 30, 2025	Year-to-Date May 31, 2025	Annual June 30, 2025	Change	Annual June 30, 2026
	Original Budget	Actual	Final Budget	Original Budget to Final	Original Budget
Purchased Property Services					
0410 - Utility Services	30,000	39,860	44,000	14,000	40,000
0422 - Snow Removal Services	12,000	9,905	10,000	(2,000)	25,000
0423 - Custodial Services	165,000	151,481	165,250	250	171,850
0424 - Lawn Care Services	24,000	19,329	22,000	(2,000)	23,000
0430 - Repairs & Maintenance Services	166,200	150,254	161,801	(4,399)	258,300
0441 - Rental of Land & Buildings	2,500	1,300	1,300	(1,200)	1,300
0442 - Rental of Equipment & Vehicles	34,400	22,210	23,410	(10,990)	20,900
0450 - Construction Services	358,922	120,241	306,986	(51,936)	40,000
0490 - Other Purchased Property Services	8,300	4,776	8,700	400	10,000
Total Purchased Property Services	801,322	519,356	743,447	(57,875)	590,350
Other Purchased Services					
0513 - Student Transportation Services	15,000	24,690	28,230	13,230	35,430
0517 - Student Overnight Trips/Field Trips	10,500	27,530	36,588	26,088	25,725
0518 - Student Day Trips/Field Trips	10,300	6,004	8,000	(2,300)	15,000
0521 - Property Insurance	69,000	68,051	69,000	-	75,000
0522 - Liability Insurance	1,400	1,296	1,400	-	2,500
0530 - Communication (Telephone & Other)	14,000	13,361	14,110	110	14,600
0540 - Advertising	10,500	5,909	8,000	(2,500)	8,500
0570 - Food Service Management	415,000	350,601	389,000	(26,000)	425,000
0580 - Travel/Per Diem	2,500	1,768	2,500	-	3,000
Total Other Purchased Services	548,200	499,210	556,828	8,628	604,755

Early Light Academy
Statement of Activities
7/1/2024 - 5/30/2025 (continued)

	Annual June 30, 2025	Year-to-Date May 31, 2025	Annual June 30, 2025	Change	Annual June 30, 2026
	Original Budget	Actual	Final Budget	Original Budget to Final	Original Budget
Supplies & Materials					
0610 - General Supplies	209,400	131,672	209,400	-	170,990
0610-001 - Furniture and Fixtures (not capitalized)	-	1,762	1,890	1,890	5,500
0621 - Natural Gas	62,000	32,407	40,000	(22,000)	42,000
0622 - Electricity	92,000	83,494	105,000	13,000	112,000
0641 - Textbooks	28,000	40,441	40,795	12,795	17,028
0642 - E-Textbooks / Online Curriculum	118,000	84,587	86,046	(31,954)	109,434
0644 - Library Books	3,500	1,177	2,000	(1,500)	2,500
0650 - Supplies - Technology Related	34,300	8,539	14,296	(20,004)	56,639
0670 - Software	16,900	41,401	42,563	25,663	45,807
0680 - Maintenance Supplies and Materials	41,000	31,631	38,100	(2,900)	42,100
Total Supplies & Materials	605,100	457,111	580,090	(25,010)	603,998
Property					
0730 - Equipment	143,000	-	100,000	(43,000)	50,000
0733 - Capitalized Furniture and Fixtures	-	-	58,700	58,700	277,000
0734 - Technology Related Hardware	65,800	77,882	77,882	12,082	-
Total Property	208,800	77,882	236,582	27,782	327,000
Debt Services & Miscellaneous					
0810 - Dues and Fees	48,440	43,379	45,807	(2,633)	48,327
0830 - Interest	1,026,249	1,019,325	1,026,249	-	1,001,738
0840 - Redemption of Principal	375,000	375,000	375,000	-	390,000
0890 - Miscellaneous Expenditures	7,500	-	7,500	-	7,500
Total Debt Services & Miscellaneous	1,457,188	1,437,704	1,454,556	(2,633)	1,447,565
Total Expenses	11,923,582	10,014,792	12,253,581	329,998	12,531,836
Total Net Income	\$ 151,798	\$ 946,115	\$ 202,205	\$ 50,408	\$ 444,076

Early Light Academy
FY24-25 Amended Budget
FY 25-26 Original Budget

	FY 23/24 Actual	FY 24/25 Approved	FY 24/25 YTD as of 5/31/25	FY 24/25 Final Budget	FY 25/26 Budget
Revenues					
1000 Local Revenue	542,975	512,500	585,419	597,448	501,090
3000 State Revenue	10,452,443	11,218,988	10,274,450	11,487,221	12,118,637
4000 Federal Revenue	461,642	343,892	101,038	371,117	356,185
5000 Other Sources	51,665	-	-	-	-
Contribution from Fund Balance	507,881	-	-	-	-
Total Revenue	12,016,606	12,075,380	10,960,907	12,455,786	12,975,912
Expenditures					
100 Salaries	5,522,006	5,701,271	4,715,941	5,843,517	6,114,759
200 Benefits	1,495,341	1,509,801	1,297,154	1,711,105	1,761,587
300 Professional Services	1,065,353	1,091,900	1,010,434	1,127,456	1,081,821
400 Property Services	1,120,098	801,322	519,356	743,447	590,350
500 Other Services	496,813	548,200	499,210	556,828	604,755
600 Supplies and Materials	673,822	605,100	457,111	580,090	603,998
700 Property	204,571	208,800	77,882	236,582	327,000
800 Debt and Miscellaneous	1,438,602	1,457,188	1,437,704	1,454,556	1,447,565
Contribution to Fund Balance	-	151,798	946,115	202,205	444,077
Total Expenditures	12,016,606	12,075,380	10,960,907	12,455,786	12,975,912

[Back to Agenda](#)



ELA Board of Directors Meeting Wednesday, June 18, 2025

Action Item: *Proposed 2025-2026 Budget*

Issue:

An annual operating budget is needed to guide the school's financial course for the upcoming school year.

Background:

An operating budget for the 2025-2026 school year is required by state law to be adopted by the Early Light Academy Board of Directors in the June meeting. Working closely with the administration, the proposed 2025-2026 budget is conservatively prepared with focus on teacher retention, student needs, and technology. The proposed operating budget for Early Light Academy is reflective of conservatively forecast revenues and expected annual expenses for the coming fiscal year.

Recommendation:

It is recommended the Board approve the proposed annual operating budget for the 2025-2026 school year.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



ELA Board of Directors Meeting Wednesday, June 18, 2025

Voting Item: *2025-2026 Sex Ed Instruction Committee Membership*

Issue:

According to the current Sex Education Instruction administrative procedures, the School's Board of Directors will review and approve the membership of the committee on or before August 1 each year.

Background:

According to the administrative procedures, the Principal will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Principal. If possible, the committee will also include health professionals and school health educators. The committee will have at least as many parents as school employees.

The sex education instruction committee for the 2025-2026 school year will consist of the following positions:

- Jr. High Principal
- Elementary Principal
- Health Teacher
- School Nurse
- (4) Parent Board Members

Recommendation:

It is recommended that the Board approve the 2025-2026 Sex Education Instruction Committee Membership with the following positions: (1) Jr. High Principal, (1) Elementary Principal, (1) Health Teacher, (1) School Nurse and (4) Parent Board Members.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



ELA Board of Director's Meeting Wednesday, June 18, 2025

Action Item: *Amended 2025-2026 School Calendar*

Issue:

The Board must approve the annual school calendar that meets the state requirements of 180 days and 990 hours of instruction and any changes made to the approved calendar. (A school day must have a minimum of 4 instructional hours.)

Background:

Currently, kindergarten is scheduled to begin on the same day as all other grades. However, due to recent changes from the state allowing for a later kindergarten start date so that teachers can test them and make educated class placement decisions, we are proposing the following revised schedule:

Proposed Kindergarten Start Schedule:

- **August 20–22** – Kindergarten Entry Testing (by appointment)
- **August 25** – Class Placement Meeting (teachers announced at 5:00 PM)
- **August 26** – Meet the Teacher Night
- **August 27** – First Day of Kindergarten

We are also proposing adding a Virtual Wellness Day on November 14th be added to the 25-26 school year. This was a beneficial day for students to focus on wellness with their families. Counselors will send out Wellness information to make this a more beneficial experience for our families. Teachers and school leaders will use this day for focused collaboration and PD.

This calendar still meets the required 180 days and is over the required 990 hours with a total of 1,051.25 hours for the elementary and 1,003.85 for the Jr. high.

Recommendation:

It is recommended that the Board approve the Amended 2025-2026 School Calendar.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

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South Jordan, UT 84009
P: (801) 302-5988
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EARLY LIGHT ACADEMY

2025-2026 School Year

Quarters	Days
1st Quarter: August 20 - October 17	43
2nd Quarter: October 27 - January 16	47
3rd Quarter: January 20 - March 27	48
4th Quarter: April 6 - May 29	42
Total	180

★ ★ EARLY OUT EVERY FRIDAY ★ ★ EARLY OUT EVERY FRIDAY ★ ★ EARLY OUT EVERY FRIDAY ★ ★ EARLY OUT EVERY FRIDAY ★ ★

AUGUST 2025							SEPTEMBER 2025							OCTOBER 2025							YEAR AT A GLANCE		
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	August 5 - 8	No Students	Quality Teaching Day for New Teachers
					1	2		1	2	3	4	5	6				1	2	3	4	August 12 - 15	No Students	Quality Teaching Day for All Teachers
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	August 18	Information	Back School Night 5:00 - 7:00 p.m.
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	August 18 - 19	No Students	Teacher Professional Development - Legislative Day
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	August 20	Term 1	First Day of School for GRADES 1-9
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		August 20 - 22	By Appointment	Kindergarten Testing
31																					August 25	Kinder ONLY	Class Placement Meeting (teachers announced at 5:00 p.m.)
NOVEMBER 2025							DECEMBER 2025							JANUARY 2026							August 26	Kinder ONLY	Meet the Teacher Night
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	August 27	Kinder ONLY	First Day of School for KINDERGARTEN
						1		1	2	3	4	5	6					1	2	3	September 1	No School	Labor Day
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	October 2	Information	Fall Conference 4:00 - 7:30 p.m.
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	October 3	Information	Fall Conference 1:30 - 5:00 p.m. ★ EARLY OUT★
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	October 20 - 24	No School	Fall Break
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	October 27	Term 2	2nd Quarter Begins
30																					November 13	School Traditions	Culture Fair 5:00 - 7:00 p.m.
FEBRUARY 2026							MARCH 2026							APRIL 2026							November 14	Virtual Learning	Virtual Wellness Day
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	November 26 - 28	No School	Thanksgiving Recess
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4	Dec 22 - Jan 2	No School	Winter Recess
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	January 5	No Students	Teacher Professional Development - Legislative Day
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	January 19	No School	Martin Luther King Jr. Day
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	January 20	Term 3	3rd Quarter Begins
							29	30	31					26	27	28	29	30			January 23	School Traditions	Day in History
MAY 2026							JUNE 2026							JULY 2026							February 13	No School	Teacher Comp Day
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	February 16	No School	Presidents' Day
					1	2		1	2	3	4	5	6				1	2	3	4	February 26	Information	Winter Conference 4:00 - 7:30 p.m.
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	February 27	Information	Winter Conference 1:30 - 5:00 p.m. ★ EARLY OUT★
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	March 6	No School	Teacher Comp Day
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	March 30 - April 3	No School	Spring Break
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		April 6	Term 4	4th Quarter Begins
31																					April 20	Virtual Learning	Virtual Wellness Day
DAILY SCHOOL SCHEDULE			DAILY SCHOOL SCHEDULE			DAILY SCHOOL SCHEDULE			DAILY SCHOOL SCHEDULE			DAILY SCHOOL SCHEDULE			DAILY SCHOOL SCHEDULE			DAILY SCHOOL SCHEDULE			May 21	School Traditions	History Fair 5:00 - 7:00 p.m.
Grade	Daily Schedule		Grade	Daily Schedule		Grade	Daily Schedule		Grade	Daily Schedule		Grade	Daily Schedule		Grade	Daily Schedule		Grade	Daily Schedule		May 25	No School	Memorial Day
AM Kindergarten	8:25 am to 11:35 am		AM Kindergarten	8:25 am to 11:35 am		AM Kindergarten	8:25 am to 11:35 am		AM Kindergarten	8:25 am to 11:35 am		AM Kindergarten	8:25 am to 11:35 am		AM Kindergarten	8:25 am to 11:35 am		AM Kindergarten	8:25 am to 11:35 am		May 28	School Traditions	9th Grade Promotion
Elementary & Jr. High	8:25 am to 3:10 pm		Elementary & Jr. High	8:25 am to 3:10 pm		Elementary & Jr. High	8:25 am to 3:10 pm		Elementary & Jr. High	8:25 am to 3:10 pm		Elementary & Jr. High	8:25 am to 3:10 pm		Elementary & Jr. High	8:25 am to 3:10 pm		Elementary & Jr. High	8:25 am to 3:10 pm		May 29	End Term 4	Last Day of School ★EARLY OUT★
	8:25 am to 1:00 pm			8:25 am to 1:00 pm			8:25 am to 1:00 pm			8:25 am to 1:00 pm			8:25 am to 1:00 pm			8:25 am to 1:00 pm			8:25 am to 1:00 pm		June 1	No Students	Teacher Professional Development - Legislative Day
																					June 2	No School	Teacher Comp Day



ELA Board of Director's Meeting Wednesday, June 18, 2025

Action Item: *Amend Positive Behavior Plan*

Issue:

The administration is recommending changed to the Positive Behavior Plan which is required to be approved by the Board.

Background:

The following are the proposed changes to the Positive Behavior Plan:

- Updated School-wide expectations to only RISE
- Removed Leader in Me and replaced it with Peek-a-Pak
- Updated Extra-curricular/Clubs
- Removed Hope Squad and replaced it with Golden Gate for the Jr. High
- Updated PBIS Rewards to schoolwide (K-9)
- Revised areas of plan to give a more acute information of what was done this year, what still needs to be done and how the program addresses tobacco, etc.

Recommendation:

It is recommended that the Board approve the Amended Positive Behavior Plan.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Early Light Academy Positive Behavior Plan ~~Report approved 3/16/22~~ (Updated ~~10/18/22~~ May 2025)

Name of Program:	Level of Implementation:	What We Did This Year:	What We Still Need To Do:	How does the program address the use of tobacco, alcohol, e-cigarette products, and/or other controlled substances?
School-wide expectations for academic (RISE) and behavior (FIRE) <u>RISE</u>	Fully implemented and sustained	Teachers taught and reviewed at the BOY and after all extended breaks.	Send expectation <u>classroom</u> videos <u>created by elementary classes</u> at the beginning of each year and reiterate those with <u>elementary</u> students consistently <u>RISE is incorporated into every classroom in the school daily</u>	Students are rewarded for appropriate behaviors that promote healthy habits.
Coaching for Staff	Fully implemented and sustained	Equity Training, Anti-bullying training, De-escalation <u>and Behavior Management</u> training, Differentiation Training <u>Suicide Prevention</u>	Train new staff through onboarding processes. Train all staff at faculty meetings.	Coaching teachers through the importance of building positive relationships with students and recognizing students at risk
Leader in Me <u>Peek-a-pak</u>	Fully implemented and sustained	K-6 curriculum taught weekly during specials rotations <u>by classroom teachers</u>	Train new staff through onboarding processes.	Improved self-discipline <u>emotional regulation skills that lead to healthy choices.</u> (4)
Suite 360	Fully implemented	Jr High used in weekly advisory classes Administration uses modules as an intervention for behavior correction	Train new staff through onboarding processes.	Direct lessons on substance use and abuse, as well as emotional regulation <u>emotional regulation and behavior management skills.</u> (4 that lead to healthy choices.) <u>(3)</u>
Botvin Substance Abuse Prevention Curriculum	Fully implemented in Junior High First year in <u>High and grade 4 in 2022</u> <u>4th grade</u>	Teacher Training Curriculum was <u>is</u> taught to 4th grade during weekly rotations and 8th grade during health lessons.	Staff was trained March 10, 2022. 4th and 8th grades are taught the curriculum annually. All <u>Ensure that all</u> staff teaching the curriculum will be trained prior to teaching students.	This directly addresses the use of cigarettes and e-cigarettes through lessons on self-esteem, decision-making, advertising, effects of smoking, and more. This is a data-driven program (2)

<p>Extra-curricular/Clubs</p> <ul style="list-style-type: none"> • Girls on the run (3) • GSA • Sports • Theater program • Math club and after school tutoring • Gifted and Talented • Role Play Games • Choir and orchestra • Super Smash Bro. club • Ping Pong • Chess club 	Fully implemented	Approved clubs and provide needed support.	Continue encouraging students and staff to participate and be involved in after school activities.	These prosocial activities reach students at a critical stage, strengthening confidence and peer relationships.
<p><u>Golden Gate- Jr High</u> (replacing Hope Squad Jr High)</p>	<p>Fully implemented <u>New/Implementing</u></p>	<p>Runs Hope and Kindness Week. Creates activities for students to engage students in prosocial skills.</p>	Continue to support students and staff with the program.	<p>Suicide Prevention by providing <u>Provides</u> social and emotional support throughout the year to other students. They <u>Facilitate an environment of inclusivity for all. They</u> are a source of strength to students who need it.</p>
NJHS	Fully implemented	Creates opportunities for charitable donations encouraging students and staff to help in the community	Continue to support students and staff with the program.	Through encouraging acts of service school wide, they provide opportunities for all students to engage in activities that are uplifting, focused on helping the community and encourage prosocial interaction.
SMAC - Students Making A Change (Student Government)	Fully implemented	Creates daily announcements, host social events, run the PBIS store and assist with leadership awards	Continue to support students and staff with the program.	Student Government promotes positive social interaction between students through activities, service opportunities and buddy class partnerships so that students find support and friendship in the school community. This reduces risk-taking behavior.

Programs <ul style="list-style-type: none"> • Hope and Kindness • Red Ribbon • School Traditions: History Fair, Day in History and Culture Fair • Buddy Program (Jr. High and Elementary) • Netsmart Safety 	Fully implemented	Kindness assembly for grades 4-6; hope and kindness week for all grades; red ribbon week for all grades	Continue to support students and staff with the program.	Hope and Kindness week promotes prosocial interactions between staff and students. Red Ribbon week is a national program focusing on substance abuse and the dangers of abusing addictive substances. School Traditions allows all stakeholders the opportunity to engage in the school community.
Small Group Counseling	Fully implemented	Anxiety, self-esteem, friendship skills, zones of regulation	Continue to support students and staff with the program.	Builds mental health skills
PBIS rewards (3rd <u>Kinder</u> - 9th grades 4) <u>(5)</u>	Fully implemented	Create materials needed, online stores, and class QR codes. Received a grant for this for Substance Abuse Prevention Staff trained Card machine purchased	Look for sources of funding to continue use of this program.	When an action or behavior is accompanied by a pleasant reward, that behavior will be strengthened. Rewarding positive behaviors decreases the likelihood of a student seeking out substances for pleasant rewards. (1) Students are rewarded for appropriate behaviors that promote healthy habits.
Attendance Procedures Implemented	Fully Implemented	Updated procedures for notifying parents and students regarding attendance	Use procedures to drive actions of teachers, attendance secretaries, and administration in working with students and parents	School attendance directly impacts student performance, healthy habits, and the likelihood of students participating in positive and healthy programs within the school community. This reduces risk-taking behavior.
Jr. Hope Squad	On hold	This not run this year	Reevaluate use in Elementary	

Please note: While the language in these programs does not always explicitly discuss substance use with students, the research suggests that the skills taught in these programs for the elementary level support prevention effectiveness in preventing student use of substances (Moon & Rao, 2011).

References:

- (1) <https://www.uk-rehab.com/addiction/psychology/reinforcement/>
- (2) <https://www.lifeskillstraining.com/>
- ~~(3) <https://www.girlsontherun.org/what-we-do/our-impact/>~~
- ~~(4)~~(3) <https://navigate360.com/safety-solutions/social-emotional-learning-for-students/>
- ~~(5) <https://learning2breathe.org/research-summary-table/>~~
- ~~(6) <https://www.leaderinme.org/research-highlights-leadership/>~~
- (4) <https://peekapak.com/?variant=100>
- (5) <https://pbisr.navigate360.com/login.php>



ELA Board of Director's Meeting Wednesday, June 18, 2025

Action Item: *Awarding Contract for Speech & Language Therapy Service Provider*

Issue:

Awarding a contract for Speech and Language Therapy Service provider.

Background:

The school needed to conduct a procurement process for its speech and language therapy service provider.

The school issued an RFP for this contract and received two bids, one from Utah Speech and Language ("USL") and one from Princeton Staffing.

USL has significant experience in providing these services, does quality work, and has fair pricing. USL has provided these services to the school.

The Evaluation Committee Statement containing the scoring of the proposal is included in the board meeting materials.

Recommendation:

It is recommended that the Board award the contract for speech and language therapy services to USL and authorize the Director to negotiate and sign a service agreement on behalf of the school.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Early Light Academy

Evaluation Committee Statement

RFP for Speech and Language Therapy Services

Issued: June 10, 2025

Deadline: June 16, 2025

Evaluation: June 17, 2025

Evaluation Committee Members

Stephanie Schmidt

Amy Kawa

Anne Trout

Evaluation Committee's Written Statement

Two companies submitted a proposal in response to Early Light Academy's RFP for Speech and Language Therapy Services. We received proposals from Utah Speech and Language and Princeton Staffing. The committee came to the conclusion that the Utah Speech and Language proposal met the schools needs, pricing and terms were reasonable, and it was in the best interest of the school to award the Speech and Language Therapy Services to Utah Speech and Language.

Utah Speech and Language proposal received a 85/100

30/30 - Offeror's Description and Past Experience

25/25- Offeror's Personnel and Management

0/20 - Quality of Offeror's Service Based on References

30/30 - Pricing

TOTAL: 85/100

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

FINAL EVALUATION COMMITTEE SCORE SHEET

RFP for Speech and Language Therapy Services

Name of Offeror: Utah Speech and Language

Names of Evaluation Committee Members: Amy Kawa, Anne Trout, Stephanie Schmidt,

Date of Scoring: 6/17/25

Points Recommended by Evaluation Committee for Non-Cost Criteria:

1. Offeror's Description and Past Experience (30 points possible). This criterion is based on the information provided in response to the specifications contained in **Section V(A)(1)**. (30 points possible) 30

2. Offeror's Personnel and Management (25 points possible). This criterion is based on the information provided in response to the specifications contained in **Section V(A)(2)**. (25 points possible) 25

3. Quality of Offeror's Service Based on References (15 points possible). This criterion is based on the information provided in response to the specifications contained in **Section V(A)(3)**. (15 points possible) 0

Total Evaluation Points for Non-Cost Criteria (70 points possible) 55

5. Pricing (30 points): This criterion is based on the pricing proposal provided in response to the specifications in **Section V(A)(4)**. (30 points possible) 30

Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible)
85

FINAL EVALUATION COMMITTEE SCORE SHEET

RFP for Speech and Language Therapy Services

Name of Offeror: Princeton Staffing

Names of Evaluation Committee Members: AMY KAWA, ANNE TROUT, Stephanie Schmidt

Date of Scoring: 6/17/25

Points Recommended by Evaluation Committee for Non-Cost Criteria:

1. Offeror's Description and Past Experience (30 points possible). This criterion is based on the information provided in response to the specifications contained in **Section V(A)(1)**. (30 points possible) 30

2. Offeror's Personnel and Management (25 points possible). This criterion is based on the information provided in response to the specifications contained in **Section V(A)(2)**. (25 points possible) 25

3. Quality of Offeror's Service Based on References (15 points possible). This criterion is based on the information provided in response to the specifications contained in **Section V(A)(3)**. (15 points possible) 0

Total Evaluation Points for Non-Cost Criteria (70 points possible) 55

5. Pricing (30 points): This criterion is based on the pricing proposal provided in response to the specifications in **Section V(A)(4)**. (30 points possible) 20

Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible)
75

Pricing

1. The current rate for in-person speech and language therapy services is \$65/per hour. Beginning in August of the 2025/2026 school year, the rate will increase to \$70/per hour. At the beginning of each school year after that, the rate will be increased based on the annual COLA as calculated by the Social Security Administration of the United States Government. That index is usually made public during the month of October for the following year on the website www.ssa.gov/cola.
2. Our current rate for in-person speech and language evaluations in Spanish is \$85.00 per hour. We reserve the right to increase this fee periodically upon approval from the Lead Director.
3. We do not foresee the need for any other additional service fees. However, we reserve the right to meet with the Lead Director to discuss any future needs that may not fall under the standard speech-language pathologist responsibilities category.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



ELA Board of Directors Meeting Wednesday, June 18, 2025

Action Item: *Awarding Contract for Substitute Teacher Services*

Issue:

Awarding a contract for Substitute Teacher Service provider.

Background:

The school needed to conduct a procurement process for its substitute teacher service provider.

The school issued an RFP for this contract and received one bid, from Senya.

Senya has significant experience in providing these services, does quality work, and has fair pricing. Senya has provided these services to the school.

The Evaluation Committee Statement containing the scoring of the proposal is included in the board meeting materials.

Recommendation:

It is recommended that the Board award the contract for substitute teacher services to Senya and authorize the Director to negotiate and sign a service agreement on behalf of the school.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Early Light Academy

Evaluation Committee Statement

RFP for Substitute Services

Issued: June 10, 2025

Deadline: June 16, 2025

Evaluation: June 17, 2025

Evaluation Committee Members

Stephanie Schmidt

Amy Kawa

Anne Trout

Evaluation Committee's Written Statement

Senya is a company that provides substitute services for schools. We have been with Senya for several years. We are pleased with their services. They are quick to respond when we have concerns and, for the most part, provide high quality substitutes.

The evaluation committee met in response to the RFP deadlines. Although Senya was the sole respondent, the evaluation committee found their proposal to be high quality and aligned with the schools needs therefore, Senya has been selected as the Substitute provider for Early Light Academy.

Senya's proposal received a 80/100

30/30 - Offeror's Description and Past Experience

25/25- Offeror's Personnel and Management

0/20 - Quality of Offeror's Service Based on References

25/30 - Pricing

TOTAL: 80/100

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

FINAL EVALUATION COMMITTEE SCORE SHEET

RFP for Substitute Teacher Services

Name of Offeror: Senya

Names of Evaluation Committee Members: Amy Kawa, Anne Trout, Stephanie Schmidt,

Date of Scoring: 6/17/25

Points Recommended by Evaluation Committee for Non-Cost Criteria:

1. Offeror's Description and Past Experience (30 points possible). This criterion is based on the information provided in response to the specifications contained in **Section V(A)(1).** (30 points possible) 30

2. Offeror's Personnel and Management (25 points possible). This criterion is based on the information provided in response to the specifications contained in **Section V(A)(2).** (25 points possible) 25

3. Quality of Offeror's Service Based on References (15 points possible). This criterion is based on the information provided in response to the specifications contained in **Section V(A)(3).** (20 points possible) 0

Total Evaluation Points for Non-Cost Criteria (70 points possible) 55

5. Pricing (30 points): This criterion is based on the pricing proposal provided in response to the specifications in **Section V(A)(4).** (30 points possible) 25

Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible)
80



Cost Information for Substitute Teacher Services Proposal

Senya's Pledge

Senya believes that schools should only pay for actually getting substitute coverage. That is why there are **no start-up fees, no annual fees, and no fees per number of school users**. All marketing costs to recruit and develop substitutes are paid by Senya.

We also believe that we should be working every day to earn our partner schools' business. That is why there is **no exclusivity in our contract and no cancellation fees**. We want you to stay with us because you love our platform and our service!

Service Fee

The cost of our platform is straightforward: We charge 35% on top of whatever the pay rate is for each position as set by the district.

As a simple example, if a school posts a substitute request at a rate of \$100.00 for the full day, Senya would bill the district \$135.00. Senya pays the \$100.00 rate to the substitute teacher, uses the \$35.00 to pay bonuses to the substitute if eligible, and then the remainder is company revenue.

In other words, the 35% fee that schools pay to Senya goes toward investing in and retaining top-quality substitutes! This sets Senya apart significantly from competitors.

The total estimated cost will depend on the substitute pay rates as set by Early Light Academy and the number of needs.

Discount Offer

Senya offers a discounted service fee rate of 34% for schools that pay through autodraft. In this setup, Senya sends weekly invoices (as is regular procedure) for school review, and payments are withdrawn from the school account.

Permanent Hire Fee

There is a \$1,495 charge when a school hires away a substitute teacher for a permanent staff position, due upon the individual's hire date. This fee supports recruiting and onboarding a replacement substitute.

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

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ELA Board of Director's Meeting Wednesday, June 18, 2025

Action Item: *Occupational Therapy Agreement with Richard Hagen*

Issue:

When the School enters into an agreement with a company and the total amount incurred in one year has a potential to exceed the purchasing policy amount of \$25,000, the agreement must be approved by the Board.

Background:

We have been using Richard Hagen Educational Therapy Professionals for our occupational therapy (OT) services for students that have an IEP requiring OT services. The hourly rate will be \$73 which hasn't increased from FY25. This agreement is for the 2025-2026 school year. There is a termination clause of a 90-day notice from either party.

Early Light Academy would like to continue using the services provided by Richard Hagen and his team of Occupational Therapists. They have developed great relationships with our students and provide quality care. Their pricing is not increasing but will remain at \$73 per hour for the 25-26 school year.

Recommendation:

It is recommended that the board approve Richard Hagen Educational Professionals Occupational Therapy 2025-2026 agreement and authorize the Executive Director to sign on behalf of the school.

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OCCUPATIONAL THERAPY CONTRACT

This OCCUPATIONAL THERAPY CONTRACT (herein referred to as “Agreement”) is made and entered into effective as of 6-11-25 by and between Early Light Academy (the “School”) and Hedges Enterprises LLC d/b/a Educational Therapy Professionals.

WHEREAS the School desires to contract with Educational Therapy Professionals to provide Occupational Therapy services for the 2025 – 2026 school year; and

WHEREAS Educational Therapy Professionals has agreed to perform these services for the School under the terms and conditions set forth in this Agreement,

THEREFORE, in consideration of the mutual promises set forth in this Agreement, it is hereby agreed between the School and Educational Therapy Professionals as follows:

I. **EDUCATIONAL THERAPY PROFESSIONALS WILL:**

- A. Perform Occupational Therapy Services in accordance with the Individual Education Program (IEP) for each individual Student and/or for Students not on an IEP who have been specifically referred to Educational Therapy Professionals for services under the terms of this Agreement by the School (each a “Student” and collectively the “Students”)
- B. Provide the following services through the assigned Occupational Therapist and/or Certified Occupational Therapy Assistant:
 - 1. Evaluate each Student and provide evaluation results and intervention recommendations;
 - 2. Set up appropriate treatment plans and collaborate on goals and progress benchmarks for each Student;
 - 3. Formulate and provide methods of intervention to be used for each Student;
 - 4. Provide therapy services which may include
 - a. direct Student intervention,
 - b. teletherapy Student intervention,
 - c. monthly Student supervision by the OT
 - d. collaboration on a Student with teacher, staff, and/or parent,
 - e. Student screenings,
 - f. Student evaluations and assessments,
 - g. Student sensory observations,
 - h. evaluation write-ups, IEPs, intervention documentation,
 - i. providing therapy resources upon request, and teacher/staff training meetings as requested and authorized by the School
 - 5. Consult with staff concerning Student progress, interventions, and recommendations
 - 6. Consult on physical arrangements of the classroom to meet the Student’s needs as requested
 - 7. Assist the teacher and aide to understand appropriate treatments through demonstration and supervision in the classroom; and
 - 8. Prepare and provide regular treatment and progress notes. Treatment notes will be written for each intervention session with a Student. Progress notes will be provided as required by law for each semester

9. Provide requested/required information regarding student services for depositions, court hearings, mediations, etc.
 10. Provide other Occupational Therapy services as needed and appropriate under state and national licensure.
- C. Conform to all applicable policies of the School, State and Federal Regulatory statutes.
- D. Educational Therapy Professionals will submit a monthly invoice to the School by the 20th of the following month.

II. SCHOOL WILL:

- A. Provide overall supervision of services to the Students on an IEP to determine whether the IEP developed by the Special Education Department is being carried out properly
- B. Provide Payment to Educational Therapy Professionals as follows:
1. Be responsible for payment of fees for services rendered by a Licensed Occupational Therapist or Certified Occupational Therapy Assistant contracted with Educational Therapy Professionals at the rate of seventy-three dollars (\$73.00) per hour, as well as provide reimbursement to Educational Therapy Professionals for the cost of assessment protocols utilized for Student evaluations.
 2. Provide payment for travel to and from School for travel time greater than 20 minutes each direction. The travel time rate is the same hourly rate per license/position as listed above (IIB1) and will be for the actual amount of time spent traveling for the services provider
 3. Provide payment to Educational Therapy Professionals within 30 days from the date of invoice for services provided.
- C. Not hire, contract with, or otherwise obtain services directly or indirectly from any Occupational Therapist, Certified Occupational Therapy Assistant, Speech Language Pathologist, Speech Technician, Speech Language Aide, School Psychologist or any other service provider who has provided services to School in behalf of Educational Therapy Professionals for a period of no less than 2 years after termination of this Agreement with Educational Therapy Professionals

III. TERM AND TERMINATION:

This Agreement shall be effective on the date signed and remain in full force and effect for the remainder of the specified school year, unless and until one of the parties gives ninety (90) days' notice in writing to the other party of its intention to terminate this Agreement. Upon termination of this agreement, IIB and IIC will continue to be fulfilled and held enforceable.

IV. REVIEW AND RENEWAL AT END OF SCHOOL YEAR:

The provisions of the Agreement and the program of services carried out pursuant thereto shall be reviewed and examined prior to the end of the school year to determine whether the provisions of this Agreement shall be modified and/or continued for the next school year.

V. INDEPENDENT CONTRACTOR STATUS:

The relationship of Educational Therapy Professionals to the School shall be that of an independent contractor and nothing in this Agreement should be construed to create a partnership, joint venture, agency or employer-employee relationship between the parties.

VI. OWNERSHIP OF MATERIALS CREATED BY EDUCATIONAL THERAPY PROFESSIONALS:

School acknowledges that Educational Therapy Professionals may utilize materials that it has developed to assist it in providing the services described in this Agreement. Educational Therapy Professionals owns such materials including any enhancements or revisions to such materials (“Educational Therapy Professionals Proprietary Information”). Educational Therapy Professionals Proprietary Information shall include, but shall not be limited to, templates and component objects, including database schema templates, report templates, guidelines, testing methodologies and documentation, support therapy methodologies and documentation. School acknowledges that the Educational Therapy Professionals Proprietary Information is the sole property of Educational Therapy Professionals for use by Educational Therapy Professionals. Educational Therapy Professionals hereby grants to the School a royalty-free, nonexclusive, nontransferable license to use the Educational Therapy Professionals Proprietary Information in connection with and as necessary to receive the benefits of the services provided by Educational Therapy Professionals under this Agreement. Upon termination of this Agreement, the School shall no longer use and shall return (and destroy all copies of) all Educational Therapy Professionals Proprietary Information.

VII. MISCELLANEOUS:

- A. Assignment. Neither party will assign any part or all of this Agreement without the other party’s prior written consent. Any attempt to assign in violation of this section is void in each instance. Notwithstanding the foregoing, a party may assign this Agreement (or any of its rights and obligations under this Agreement) upon notice to the other party in connection with any merger, consolidation, reorganization, sale of all or substantially all of its assets or any similar transaction.
- B. Governing Law/Venue. This Agreement is governed by Utah law, excluding its conflicts of law rules. Contractor irrevocably submits to venue and exclusive personal jurisdiction in the federal and state courts in St. George, Washington County, Utah, for

any dispute arising out of this Agreement, and waives all objections to jurisdiction and venue of such courts.

- C. Notices. Notices under this Agreement are sufficient if given by nationally recognized overnight courier service, certified mail (return receipt requested), facsimile or electronic mail with confirmation or personal delivery to the other party at the address below the party's signature line below. If no address is listed for the School, notice to the School will be effective if given to the last known address. Notice is effective: (a) when delivered personally, (b) three business days after sending by certified mail, (c) on the business day after sending by a nationally recognized courier service, or (d) on the business day after sending by facsimile or electronic mail with electronic confirmation to the sender. A party may change its notice address by giving notice in accordance with this section.
- D. Severability. If any provision of this Agreement is determined by any court or governmental authority to be unenforceable, the parties intend that this Agreement be enforced as if the unenforceable provisions were not present and that any partially valid and enforceable provisions be enforced to the extent that they are enforceable.
- E. No Waiver. A party does not waive any right under this Agreement by failing to insist on compliance with any of the terms of this Agreement or by failing to exercise any right hereunder. Any waivers granted hereunder are effective only if recorded in a writing signed by the party granting such waiver.
- F. Cumulative Rights/Construction. The rights and remedies of the parties under this Agreement are cumulative, and either party may enforce any of its rights or remedies under this Agreement or other rights and remedies available to it at law or in equity. The section headings of this Agreement are for convenience only and have no interpretive value.
- G. Survival. The following provisions survive termination or expiration of this Agreement: the payment provisions in Article II.B; the no-hire provision of Article II.C; the independent contractor provision of Article V; the ownership of materials and intellectual property provision of Article VI; and this general section of Article VII, including without limitation, Limitation of Liability (Section VII.I).
- H. Injunctive Relief. School acknowledges that any material breach of Article II.C (no hire provision) or Article VI (ownership of materials and intellectual property) by School would cause Educational Therapy Professionals irreparable harm for which it has no adequate remedies at law. Accordingly, Educational Therapy Professionals is entitled to specific performance or injunctive relief for any such breach.
- I. LIMITATION OF LIABILITIES. EXCEPT FOR LOSSES, DAMAGES OR LIABILITIES (i) ARISING UNDER ARTICLE II.C, OR (ii) ARISING OUT OF ANY ARISING OUT OF ANY BREACH OF THE OWNERSHIP OF

MATERIALS AND INTELLECTUAL PROPERTY OBLIGATIONS UNDER ARTICLE VI OF THIS AGREEMENT BY THE SCHOOL OR ITS PERSONNEL, (A) NEITHER PARTY WILL BE LIABLE (WHETHER IN CONTRACT OR IN TORT) UNDER ANY CIRCUMSTANCES FOR ANY INDIRECT, CONSEQUENTIAL (INCLUDING BUT NOT LIMITED TO LOST OPPORTUNITIES OR PROFITS), OR PUNITIVE DAMAGES, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND (B) THE AGGREGATE LIABILITY UNDER THIS AGREEMENT OF EDUCATIONAL THERAPY PROFESSIONALS WILL NOT EXCEED THE TOTAL AMOUNT PAID BY SCHOOL PURSUANT TO THIS AGREEMENT.

- J. Entire Agreement. This Agreement constitutes the complete and final agreement of the parties pertaining to the services to be provided hereunder and supersedes the parties' prior agreements, understandings and discussions relating to such services. No modification of this Agreement is binding unless it is in writing and signed by the School and Educational Therapy Professionals.
- K. Counterparts and Electronic Signature. This Agreement may be executed by facsimile or electronic mail (by exchange of .pdf signed copies) and in counterparts, each of which (including signature pages) will be deemed an original, but all of which together will constitute one and the same instrument.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

This Agreement is signed by duly authorized representatives of the parties

Early Light Academy

Date

Signature: _____

Name (& Title): _____

School Notices to:

Address: _____

Email: _____

Hedges Enterprises LLC d/b/a Educational Therapy Professionals

By: Richard Hagen
Richard Hagen, CEO

6/11/2025
Date

Notices to:

Address: 324 South 800 West
Hurricane, Utah 84737

Email: admin@edutherapypro.com

[Back to Agenda](#)



ELA Board of Directors Meeting Wednesday, June 18, 2025

Consent Item: *Amend School Lunch Price*

Issue

The Board approves the price we charge student for breakfast and lunch.

Background

To maintain sustainability of ELA's school lunch program and to ensure that we don't need to reach into general funds to cover our needs, it is recommended that we increase regular school lunch pricing from \$2.85 to \$2.90. HB100 eliminated reduced lunch pricing so those who qualify will receive breakfast and lunch at no cost. Regular breakfast pricing will remain at \$1.60.

Recommendation

It is recommended that the board approve the school lunch price to \$2.90 per meal.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Back to Agenda



ELA Board of Directors Meeting Wednesday, June 18, 2025

Action Item: *Kensington Addendum to Agreement*

Issue

The Board needs to approve the Kensington Theatre Company (KTC) Addendum to the Agreement which expires June 30, 2025.

Background

Early Light Academy (the School) has had an agreement with Kensington Theatre Company since July 1, 2015. The agreement expires on June 30, 2025, so both parties are working together to make relevant updates with the intention of renewing the agreement. We have agreed upon a 60-day extension of the original agreement to be signed upon board approval while updates for the renewal are finalized.

Recommendation

It is recommended that the board approve the Kensington Theatre Company Addendum and allow the Board President sign on behalf of the School.

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ADDENDUM

This Addendum (the “**Addendum**”) is entered into June ____, 2025, between **Early Light Academy**, a Utah nonprofit corporation (“**ELA**”), and **Kensington Theatre Company**, a Utah nonprofit corporation (“**KTC**”).

Recitals

A. ELA and KTC entered into an Agreement dated July 1, 2015 (the “**Agreement**”), regarding the cooperative use of ELA’s Theatre by the parties.

B. The term of the Agreement runs until June 30, 2025. The Agreement provides for additional one (1) year renewal periods. However, rather than renew the Agreement on the current terms for an additional year, the parties desire to revise certain terms and enter into a new agreement. The parties are currently in the process of negotiating the terms of the new agreement. The parties therefore desire to amend the Agreement for an additional sixty (60) days while they continue negotiating the terms of the new agreement.

Agreement

Now, therefore, in consideration of the foregoing and the mutual covenants and promises of the parties hereto, the parties agree as follows:

1. Section 9.a of the Agreement is amended to extend the term through August 31, 2025.
2. The remaining terms of the Agreement will remain unchanged.

The parties have executed this Addendum as of the date first set forth above.

Early Light Academy, a Utah non-profit corporation

Name: _____
Title: _____

Kensington Theatre Company, a Utah nonprofit corporation

Name: _____
Title: _____

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



ELA Board of Directors Meeting Wednesday, June 18, 2025

Consent Item: *Amend Student Club Authorization Policy*

Issue

The Board needs to amend the Student Club Authorization Policy

Background

While the Board of Directors is responsible to ensure a sound policy is in place, the school's administration is responsible for the approval and management of school clubs. It is proposed that the sentence stating the following be removed: *The Director will notify the Board of any club approvals and denials through e-mail and/or Director's Report.*

Recommendation

It is recommended that the board approve the Amended Student Club Authorization Policy.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Early Light Academy

Student Clubs Authorization Policy



EARLY LIGHT
ACADEMY

POLICY

The purpose of this policy is to establish the process for authorization of student clubs as outlined in state law.

Clubs whose membership is determined by student body election or that are governed by an association that regulates interscholastic activities are exempt from this policy.

Early Light Academy's (the "School") administration will review applications for authorization of curricular and noncurricular clubs on a case-by-case basis.

The School will follow Utah's Student Clubs laws in Utah Code § 53G-7-701 *et seq.*

Definitions

For purposes of this policy, "curricular club" means a club that is School sponsored and that may receive leadership, direction, and support from the School beyond providing a meeting place during noninstructional time. An elementary school curricular club means a club that is organized and directed by School sponsors for elementary school students at the School. A secondary school curricular club means a club at the School for secondary school students:

- (a) whose subject matter is taught or will soon be taught in a regular course;
- (b) whose subject matter concerns the body of courses as a whole;
- (c) in which participation is required for a particular course; or
- (d) in which participation results in academic credit.

For purposes of this policy, "noncurricular club" is a student-initiated group of secondary school students at the School that may be authorized and allowed School facilities use during noninstructional time by the School and Board of Directors (the "Board") in accordance with this policy and applicable law. A noncurricular club's meetings, ideas, and activities are not sponsored or endorsed in any way by the Board, the School, or by School employees.

Curricular Clubs

Application

Faculty members or students proposing a curricular club must submit a Board-approved "Student Club Application for Authorization Form" to the School administration.

The School administration will review each application and approve or deny it within a reasonable amount of time and consistent with state law and this policy.

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The School administration shall approve a curricular club's name consistent with the club's purposes and its School sponsorship.

The School administration will strictly apply the definition of curricular club to determine curriculum relatedness.

If the School administration finds that the proposed curricular club is a noncurricular club, the School may: (a) return the application to the faculty member or students proposing the club for amendment; or (b) review the application as an application for authorization of a noncurricular club.

Only curricular clubs may be authorized for elementary school students at the School.

Faculty Oversight

School administration will ensure that all curricular clubs have faculty oversight at all times. Faculty sponsors will organize and direct the purpose and activities of a curricular club.

The approved faculty sponsor will provide oversight consistent with the Utah Student Clubs laws in Utah Code § 53G-7-701 *et seq.* and the needs of the School to ensure that the methods of expression or other conduct of the students or sponsor involved do not:

- (a) unreasonably interfere with the ability of School officials to maintain order and discipline;
- (b) unreasonably endanger or threaten the well-being of persons or property
- (c) violate concepts of civility or propriety appropriate to a school setting; or
- (d) violate applicable laws, rules, regulations, or School policies.

Noncurricular Clubs

Application

A noncurricular club shall have a minimum of three (3) members.

Students proposing a noncurricular club must submit a Board-approved "Student Club Application for Authorization Form" to the School administration.

The School administration will review each application and approve or deny it within a reasonable amount of time.

The noncurricular club name must reasonably reflect the club's purpose, goals and activities and may not result in or imply a violation of the Utah Student Clubs laws in Utah Code § 53G-7-701 *et seq.*

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The School administration may approve a noncurricular club name in an action separate from that relating to authorization of the club itself.

Faculty Oversight

The School administration will approve faculty members to serve as supervisors for authorized noncurricular clubs. The faculty supervisor will provide oversight consistent with the Utah Student Clubs laws in Utah Code § 53G-7-701 *et seq.* and the needs of the School to ensure compliance with the approved club's purposes, goals, and activities and ensure that the methods of expression, religious practices, or other conduct of the students, supervisor, or monitor involved do not:

- (a) unreasonably interfere with the ability of School officials to maintain order and discipline;
- (b) unreasonably endanger or threaten the well-being of persons or property;
- (c) violate concepts of civility or propriety appropriate to a School setting; or
- (d) violate applicable laws, rules, regulations, or School policies.

Without prior approval from the School administration, persons who are not School faculty or club members shall not:

- (a) make a presentation to a noncurricular club; or
- (b) direct, conduct, control, or regularly attend noncurricular club meetings.

Club Limitations and Denials

The School administration will limit or deny authorization or School facilities use to a club or require changes prior to granting authorization or School facilities use if such limitation, denial, or changes are necessary to:

- (a) protect the physical, emotional, psychological, or moral well-being of students and faculty;
- (b) maintain order and discipline in the School;
- (c) prevent a material and substantial interference with the orderly conduct of the School's educational activities;
- (d) protect the rights of parents/guardians and students;
- (e) maintain the boundaries of socially appropriate behavior; or
- (f) ensure compliance with all applicable laws, rules, regulations, and School policies.

The School administration will limit or deny authorization or School facilities use to a club or require changes prior to granting authorization or School facilities use if the club's proposed charter and proposed activities indicate students or advisors in club-related activities would have a substantial, material, or significant part of their conduct or means of expression:

- (a) encourage criminal or delinquent conduct;
- (b) promote bigotry;

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- (c) involve human sexuality; or
- (d) involve any effort to engage in or conduct mental health therapy, counseling, or psychological services for which a license would be required under state law.

If the School administration limits or denies authorization to a club, they will provide in writing the factual and legal basis for the limitation or denial and an explanation of the appeals process. This response will be provided to the applicant in writing within a reasonable amount of time.

Parental Consent

Parental or guardian written consent for student participation in all curricular and noncurricular clubs at the School will be required. The consent form will include an activity disclosure statement containing, at a minimum, all the information outlined in the School activity disclosure example.

All completed parental consent forms shall be filed with the School administration or a designee and maintained until the end of the school year.

Appeals Procedure

If a club is denied, suspended, or terminated, a student or a complaining parent or guardian has ten (10) school days from the date of the denial, suspension, or termination to file a written appeal with the School's Director. The Director will issue an opinion in writing either upholding or overturning the denial, suspension, or termination within thirty (30) days of receiving the appeal. The Director's decision shall be the final administrative decision.

A person directly affected by the Director's decision on appeal may appeal the Director's decision by writing to a person designated by the Board.

Board Notification

~~The Director will notify the Board of any club approvals and denials through e-mail and/or Director's Report.~~

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



ELA Board of Director's Meeting Wednesday, June 18, 2025

Voting Item: *Ratify Board Members and their Terms*

Issue:

The Board must ratify all members and their terms annually.

Background:

Each year at the Annual Board Meeting, the board must ratify all members and their terms. This year, Brett Crockett is up for a new 4-year term to expire in June 2029. Below are the board members and their terms.

- Brett Crockett – *NEW* 4-year term to expire June 2029
- Ann Khong – June 2028
- Jenn Lund – June 2027
- Candice Mitchell – June 2027
- NEW Board Member resuming Brian Christensen's term of June 2026

Recommendation:

It is recommended that the Board approve Brett Crockett with a new 4-year term to expire June 2029 and ratify Ann Khong with a term to expire June 2028, Jenn Lund and Candice Mitchell both with a term to expire June 2027; and [NEW BOARD MEMBER] with a term to expire June 2026.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



Early Light Academy Board of Directors

PROPOSED

2025-2026 Board Meeting Dates

Board Meeting Date	PreBoard Meeting	Time
September 17, 2025	September 3 rd @ 10:30 a.m.	8:30 a.m.
November 19, 2025	November 5 th @ 10:30 a.m.	8:30 a.m.
January 9, 2026 <i>Holiday Social</i>	N/A	6:00 p.m.
January 21, 2026	January 7 th @ 10:30 a.m.	8:30 a.m.
March 18, 2026	March 4 th @ 10:30 a.m.	8:30 a.m.
May 20, 2026	May 6 th @ 10:30 a.m.	8:30 a.m.
June 17, 2026 <i>Annual Board Meeting</i>	June 3 rd @ 11:45 a.m.	8:30 a.m.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.