

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

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



In Attendance: Jenn Lund, Brett Crockett, Ann Khong, Candice Mitchell (10:15 a.m.),

Excused: Brian Christensen,

Others in Attendance: Stephanie Schmidt, Erin Winterton, Matt Mouritsen, Dawn Kawaguchi, Anna Lyn (11:11 a.m.)

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

10:00 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund

There was no PUBLIC COMMENT. This was the first public comment period for the amended 2025-2026 School Fee Schedule.

10:01 AM – Jenn Lund made a motion to enter a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) in the conference room. Brett Crockett seconded the motion. The roll call votes were as follows:

Jenn Lund – Aye
Brett Crockett – Aye
Ann Khong – Aye

Motion passed unanimously.

11:08 AM – Jenn Lund made a motion to exit the CLOSED SESSION and return to the open session. Brett Crockett seconded the motion. The roll call votes were as follows:

Jenn Lund – Aye
Brett Crockett – Aye
Candice Mitchell – Aye
Ann Khong – Aye

Motion passed unanimously.

REPORTS

- **Administration**

- ✓ Director Report – Stephanie Schmidt asked Anna Lyn to join the meeting to present some of the end of the year data including K-6 literacy scores and K-3 math scores all showing growth from beginning of the year (BOY) to end of year (EOY). These tests have also help identify students above their grade levels and make adjustments for them. Anna added that the EOY tests have more rigor than the BOY tests. There was a discussion on the student deficiencies that didn't have the "normal" interactions during COVID.

Director Schmidt shared highlights from recent school activities, including teacher shout-outs and a student-made video expressing gratitude to teachers which has student identifying information. She also discussed 9th grade promotion, kinder promotion and a very hot field day.

- ★ Director Schmidt reviewed the Employees Engaging in Private Activities Related to Public Education Administrative Procedures noting that many teachers use word of mouth rather than school email to share opportunities.
- ★ Director Schmidt reviewed ELA's proposed 2025-2026 Goals
 - ✧ 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.
- ★ Director Schmidt reviewed the Title IX Athletics reporting requirements, highlighting the need for equitable athletic opportunities for male and female students, and noted that the school's reporting was minimal but detailed.

BOARD TRAINING

- Annual Policies, Plan, Procedures & Training Review – Matt Mouritsen reviewed policies regarding sex education, out-of-school suspensions, and arrest reporting, emphasizing the importance of adhering to state laws and school policies. NOTE: The board received and reviewed the required sex education data information on Salt Lake County via email.
- Review and Sign Board Member Performance Expectations* – Jenn Lund reviewed the Board Member Performance Expectations and generated discussion on the responsibilities. The board would like the new board members to receive this form to sign upon accepting the board position along with a background check. She gave each individual board member their own form to sign and turn into Dawn.

- Review Ethics Policy & Sign Statement of Ethical Behavior* – Erin Winterton asked if the board had any questions on the Ethics Policy. The board reviewed the ethics policy and discussed the annual commitment to ethical behavior, with Director Schmidt explaining that employees sign the policy annually.
- Review Annual Fraud Risk Assessment*– Erin Winterton reviewed the Annual Fraud Risk Assessment noting that Early Light scored 375 out of 395 points, primarily due to the lack of a formal internal audit function which isn't required unless you have over 10,000 students.

CONSENT ITEMS

- May 14, 2025 Board Meeting Minutes – There was no further discussion.
 - Ratify School-Based Mental Health Qualified Grant – There was no further discussion.
- Jenn Lund made a motion to approve the consent items. Ann Khong seconded the motion. The roll call votes were as follows:**
- Jenn Lund – Aye
Brett Crockett – Aye
Candice Mitchell – Aye
Ann Khong – Aye
- Motion passed unanimously.**

VOTING ITEMS

- 2024-2025 Final Amended Budget – Erin Winterton reviewed the Statement of Financial position as of May 31, 2025. She moved to the Statement of Activities which included the original budget, year to date budget as of May 31, 2025, the final budget with amendments, the changes from the original budget to the final budget, and the proposed FY26 budget. Erin highlighted increases in payroll, professional & technical services, and other areas. She also presented the fiscal year 2025-26 budget, which shows a projected surplus of \$444,000, and discussed planned projects for next year, including playground replacement and sound mitigation. She added that along with the expenditures, there were increases in revenues.
- 2025-2026 Annual Budget – There was no further discussion. See above for discussion.
- 2025-2026 Sex Ed Instruction Committee – Stephanie Schmidt presented the FY26 sex ed instruction committee which will include junior high and elementary principals, health teachers, a school nurse, and four parent board members.
- Amend 2025-2026 School Calendar – Stephanie Schmidt reviewed the changes to the school calendar, including moving kindergarten start date a week later to accommodate testing and adding another virtual day in November. There was a discussion on how the virtual days work for both students and teachers.
- Amend Positive Behavior Plan – Stephanie Schmidt reviewed the updated Positive Behavior Plan including updates to the 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, updated PBIS Rewards to schoolwide, and revised areas of plan to give more accurate information of what is being done this year, what still needs to be done and how the program addresses tobacco, etc.
- Award RFP for Speech Language Services – Stephanie Schmidt reported that they received two companies respond to the RFP for Speech Language Services. After scoring each

company, Utah Speech and Language Solutions (USL) scored the highest at 85 while Princeton Staffing scored 75. Based on the scores, we will award the RFP to USL. Director Schmidt added that the School has been working with USL for a long time and they do quality work.

- Award RFP for Substitute Teacher Service – Stephanie Schmidt stated that only Senya responded to the RFP for Substitute Teacher Services. They scored 80/100. This is the current sub services that we are using. They do good job at training their staff. We will award the RFP to Senya.
- Richard Hagen OT Services – Stephanie Schmidt stated that we have been working with Richard Hagen for some time and recommend continuing with them. We work with their tech and licensed therapists and they do a great job with our kids.
- Amend School Lunch Price – Stephanie Schmidt acknowledged the reluctance to make changes but noted that the school lunch provider has recommended a five-cent increase in student lunch pricing. This adjustment is largely in response to HB100, which eliminated the reduced lunch rate. As a result, eligible students will now receive both breakfast and lunch at no cost.
- Kensington Theater Company Agreement – Stephanie Schmidt explained that the current 10-year agreement is set to expire on June 30, 2025. While progress has been made, additional time is needed to finalize the remaining details. Both parties have agreed to approve a 60-day addendum to allow for further review and discussion. Candice has expressed interest in meeting with Director Schmidt to share some suggestions regarding the agreement.
- Amend Student Club Authorization Policy – Stephanie Schmidt reviewed the amended Student Club Authorization Policy which just removes that last sentence regarding reporting to the board of any club approvals and denials through e-mail and/or Director's Report.
- Appoint New Board Member – There was no further discussion. This was discussed in the closed session.
- Ratify Board Members & Terms – There was no further discussion as the information is in the board packet.
- Elect Board Officers – Jenn Lund reviewed the current board officers stating that Brian has been serving as the secretary and asked Candice if she would be willing to serve as the secretary.

Jenn Lund made a motion to approve the following items:

- ✓ **Approve the final amended budget for the 2024-2025 school year;**
- ✓ **Approve the proposed annual operating budget for the 2025-2026 school year;**
- ✓ **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**
- ✓ **Approve the Amended 2025-2026 School Calendar;**
- ✓ **Approve the Amended Positive Behavior Plan;**
- ✓ **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;**
- ✓ **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;**

- ✓ Approve Richard Hagen Educational Professionals Occupational Therapy 2025-2026 agreement and authorize the Executive Director to sign on behalf of the school;
- ✓ Approve the school lunch price to \$2.90 per meal;
- ✓ Approve the Kensington Theatre Company Addendum and allow the Board President sign on behalf of the School;
- ✓ Approve the Amended Student Club Authorization Policy;
- ✓ Appoint Ashley Leishman with a new 4-year term and Penny Ramirez to resume Brian Christensen's term;
- ✓ Approve Ashley Leishman and 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 Penny Ramirez with a term to expire June 2026; and
- ✓ Approve the board officers as follows: Jenn Lund as the Board President, Brett Crockett as the Vice President and Financial Coordinator, and Candice Mitchell as the Secretary.

Brett Crockett seconded the motion. The roll call votes were as follows:

Jenn Lund – Aye
 Brett Crockett – Aye
 Candice Mitchell – Aye
 Ann Khong – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- Set 2025-2026 Board Calendar Schedule – Dawn Kawaguchi reviewed the board schedule for this next year. Calendar invites will be sent out.
- Calendar Items – ALL
 - ✓ Schedule Electronic Board Meeting (July 16th)
 - ✓ Next PreBoard Meeting – September 3rd @ 10:30 a.m. PROPOSED
 - ✓ Next Board Meeting – September 17th PROPOSED

2:07 PM – Jenn Lund made a motion to enter a 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 in the conference room. Brett Crockett seconded the motion. The roll call votes were as follows:

Jenn Lund – Aye
 Brett Crockett – Aye
 Candice Mitchell – Aye
 Ann Khong – Aye

Motion passed unanimously.

2:34 PM – 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

Candice Mitchell – Aye
Ann Khong – Aye
Motion passed unanimously.

DRAFT

**Early Light Academy
Board of Directors
Closed Session Statement
Wednesday, June 18, 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(I)(a) and (f) respectively).

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

Signed on the 18 day of June, 2025, at South Jordan, Utah.


Jenn Lund
Board Chair