



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.

## July 16, 2025

# Early Light Academy

## Electronic Board Meeting Agenda

### Wednesday, July 16, 2025

**Zoom Link:** <https://us02web.zoom.us/j/82984105988?from=addon>

**Meeting ID:** 829 8410 5988

**Mobile:** (669) 900-9128



**SCHOOL MISSION:** THE MISSION OF THE EARLY LIGHT ACADEMY IS TO DELIVER A HIGH-QUALITY EDUCATION WITH A DEEP, RICH AND ENGAGING CURRICULUM UTILIZING EFFECTIVE INSTRUCTIONAL TECHNIQUES AND EMPHASIZING HISTORY, TAKING OUR STUDENTS FROM THE STONE AGE TO THE SPACE AGE, THE INFORMATION AGE AND BEYOND.

**SCHOOL VISION:** UNDERSTANDING HISTORY SHEDS LIGHT ON OUR FUTURE. OUR ACTIONS TODAY WILL IMPACT OUR TOMORROW.

## AGENDA

### 8:30 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund

### PUBLIC COMMENT (Comments will be limited to three minutes)

- [Amended 2025-2026 Fee Schedule](#)

### CONSENT ITEMS

- [June 18, 2025 Board Meeting Minutes](#)

### VOTING ITEMS

- [Amend 2025-2026 Fee Schedule](#)
- [Property & Liability Insurance Renewal](#)

### OTHER BUSINESS ITEMS

- Calendaring
  - ✓ Schedule August 27<sup>th</sup> Electronic Board Meeting [KTC Agreement]
  - ✓ Next PreBoard Meeting – September 3<sup>rd</sup> @ 10:30 a.m.
  - ✓ Next Board Meeting – September 17<sup>th</sup>

### ADJOURN

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# 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**

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**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 9<sup>th</sup> 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.

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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

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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;**

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- ✓ 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.
- Calendaring Items – ALL
  - ✓ Schedule Electronic Board Meeting (July 16<sup>th</sup>)
  - ✓ Next PreBoard Meeting – September 3<sup>rd</sup> @ 10:30 a.m. PROPOSED
  - ✓ Next Board Meeting – September 17<sup>th</sup> 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**

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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.

**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.**

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

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**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(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 18 day of June, 2025, at South Jordan, Utah.

  
Jenn Lund  
Board Chair

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## **ELA Board of Directors Meeting Wednesday, July 16, 2025**

### **Action Item: *Amending Fee Schedule***

#### **Issue:**

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Amending the School's 2025-2026 Fee Schedule.

#### **Background:**

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The Board approved the School's 2025-2026 Fee Schedule at its Board meeting on December 18, 2024. The administration would like to update the fee schedule to reflect the addition of an after-school Junior High (Grades 7-9) Ballroom Club. The fee for the club will be \$125 to cover the cost of instructors, supplies, and activity registration fees. In addition, the 7th Grade Canyonlands Trip will be retitled to 7th Grade Experience since the location may change. We have added PE to "Elective Course Fees" because we will have a t-shirt and activity journal for all PE classes.

As the changes contemplate increasing the total fee amounts for grades 7-9, the per student annual maximum fee amount per year for grades 7-8 and grade 9 would increase as well (both by \$125).

Per state law and rule, before any changes to the Fee Schedule can be made, the School must allow public comment on the changes at no fewer than two Board meetings. The first public comment opportunity on these changes was at the June 18, 2025, Board meeting, and the second public comment opportunity will be at the Board meeting today, July 16, 2025.

#### **Recommendation:**

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It is recommended that the Board approve the amended 2025-2026 Fee Schedule.

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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.



## 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, <u>PE</u> , and Foreign Languages)	<u>Up to \$20</u> per course	Course supplies, <u>clothing</u> , and guest coaches
Performance Choir	Up to \$80	Performance Attire and supplies
Honor Choir (Grades 7-9)	\$60	Event registration fees, activities, and <u>guest coaches</u>

### 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	<del>Canyonlands Trip</del> <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

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Winter	Snowshoe Excursion (8th grade only)	\$5	Transportation
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: ~~\$2,125~~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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## **ELA Board of Director's Meeting Wednesday, July 16, 2025**

### **Action Item: *Insurance Renewal***

#### **Issue**

The school is required by law to have adequate insurance coverage.

#### **Background**

The school has carried general liability, property & casualty, directors & officers, educators' legal liability, hired and non-owned auto, crime, umbrella, and earthquake coverage through Wright Specialty for a few years. The renewal quote for these coverages came in at \$62,222, and the premium last year was \$68,051. The property and liability premium went up from \$31,997 to \$35,449, but the earthquake premium went down from \$35,000 to \$25,273 because of some changes to the coverage made by Wright Specialty (reducing available coverage from \$10M to \$5M and cutting the premium in half as well) and work the broker did to ensure the school has the same amount of coverage for a lower cost (finding \$5M of excess coverage through Palomar for a premium of \$7,773).

#### **Recommendation**

It is recommended that the Board approve the renewal of the school's insurance policies with Wright Specialty and Palomar.

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