

Leadership Learning Academy

Board Meeting Minutes

Monday, September 8, 2025



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

In Attendance: Terry Capener, Jimmy Sunlight, Deb Hansen, David Gray, Chuma Uzoh (6:37 p.m.)

Others in Attendance: Richard Squire, Heidi Bauerle, Dawn Kawaguchi, Dawn Benke (via Zoom)

MISSION: Our mission is to provide an educational experience that empowers individuals to become leaders who embody integrity, respect, and resilience and value community. Through our Flight Crews, we foster personal growth, challenge individuals to positively impact the world, and cultivate lifelong learning.

VISION: At **Leadership Learning Academy**, we embrace The Flyer Creed, creating a thriving school community where everyone learns, grows, and serves with compassion and unity.

Minutes

2025-2026 Strategic School Plan

Schoolwide Unity & Collaboration by Implementing the CREW Program
Teacher & Staff Development
Fiscal Responsibility
Continue Growth & Maintain Literacy Proficiency

5:39 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

➤ Administration

- State of the School – Richard Squire provided an overview of the strategic school plan, highlighting initiatives at both Layton and Ogden campuses. He discussed efforts to build community through grade-level collaborations, improve parent engagement, and focus on professional learning communities (PLCs) for teacher development. Richard mentioned that Ogden is further along in PLC implementation and is working on defining a guaranteed viable curriculum, while Layton is focusing on identifying essential standards. He also noted that both campuses are registered for change management and collective efficacy training,

and Layton's administrative team will attend PLC training with Solution Tree. Richard concluded by mentioning the need for further training on the "We Are Crew" initiative to enhance staff understanding and alignment. Richard discussed marketing efforts and advertising opportunities, including a potential outdoor sign for the Ogden campus. He mentioned meeting with Froggummy to discuss branding and possibly using some budget for advertising. Richard also provided an update on enrollment, noting a decrease of 21 students overall but an increase in Layton.

- ✓ Early Learning Plan Reporting – Richard reviewed the Early Learning Plan goals for literacy and math, reporting that Layton met its goals while Ogden did not. He explained the new learning goals for the current year, focusing on math achievement for first and second grade students.
- ✓ Amended Meal Charge/Alternate Meal Administrative Procedures – Richard reviewed the updated Meal Charge/Alt Meal Procedures which were made to stay in compliance with state law regarding reduced lunches, noting that while students qualified for reduced meals cannot be charged, reimbursement applications are pending and funds are limited.

➤ **Board of Directors**

- Financial Review – Jimmy Sunlight provided a financial update, mentioning a \$2 million transfer to the PTIF account in August and ongoing audit work for the fiscal year 2025, with some financial statements still under adjustment.

CONSENT ITEMS

- June 24, 2025 Electronic Board Meeting Minutes (with acknowledgement) – Terry Capener stated that immediately following our June 24, 2025, board meeting, it came to our attention that the audio file for our meeting was either corrupted, or the recording device malfunctioned or was inadvertently paused. As a result, we are missing our meeting's recording. To ensure we maintain an audio recording of our meeting, to the extent possible, I would like to summarize what took place for the record and approve the meeting minutes. For the record, the following business was taken place on June 24, 2025:

- The consent items were approved including the June 9, 2025 Board Meeting Minutes and ratified Richard Squire as the Lead Director and his full-time employee agreement effective July 1, 2025, with an hourly agreement starting June 13, 2025 through June 30, 2025 as discussed in a closed session.
- The Board approved the final amended budget for the 2024-2025 school year
- The Board approved the proposed annual operating budget for the 2025-2026 school year.

There were no corrections to the record that Terry provided. **Deb Hansen made a motion to approve the June 26, 2025 Board Meeting minutes and the accompanying clarification to the audio recording for that meeting. David Gray seconded the motion. The votes were as follows:**

**Terry Capener – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye**

Motion passed unanimously.

VOTING ITEMS

- PTIF Resolution – Dawn Benke stated that this is a change to the PTIF account by adding Richard Squire and removing the past Director. **David Gray made a motion to approve the PTIF Resolution. Jimmy Sunlight seconded the motion. The votes were as follows:**

Terry Capener – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye

Motion passed unanimously.

- Award RFP for Ogden Campus Landscaping & Snow Removal – Richard Squire stated that the contract for the Ogden campus landscaping and snow removal was up so the issued an RFP. After receiving the proposals, they were both comparable and we have decided to stay with the current Groundsman, who have shown proactive and effective maintenance practices. **Jimmy Sunlight made a motion to approve the selection of Groundsman as the school's landscaping and snow removal services provider for the Ogden campus and authorize the Lead Director to negotiate and execute an agreement with Groundsman for these services. Deb Hansen seconded the motion. The votes were as follows:**

Terry Capener – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye

Motion passed unanimously.

- Award RFP for IT Service Provider – Richard Squire noted that ETS was the sole respondent to our request for proposals for IT service provision. Given our satisfaction with their performance, we recommend continuing our partnership with them. **Deb Hansen made a motion to approve the selection of ETS as the school's IT services provider and authorize the Lead Director to negotiate and execute an IT services agreement with ETS. David Gray seconded the motion. The votes were as follows:**

Terry Capener – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye

Motion passed unanimously.

- LEA-Specific Educator License(s) – Richard Squire reviewed the LEA-Specific Educators Licenses for both the Ogden and Layton campuses required for this year. **David Gray made a motion to approve the request for LEA-specific educator licenses for Jade Evans, Kodi Goddard, Crystal Fairbanks, and Cassidy Hill each for an elementary license all for a period of three years. Jimmy Sunlight seconded the motion. The votes were as follows:**

Terry Capener – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye

Motion passed unanimously.

- Amend SLT Council Membership & Election Procedures – Richard Squire conducted a review of the revised SLT Council Membership and Election Procedures. The updates were implemented to align the procedures with the new requirements effective from 2024. **Jimmy Sunlight made a motion to approve the Amended School LAND Trust Council Membership & Election Procedures. Deb Hansen seconded the motion. The votes were as follows:**

**Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye**

Motion passed unanimously.

- Weapons on School Property Policy – Richard Squire explained that the Weapons on School Property Policy was developed in consultation with sheriff's departments to establish procedures and clarify responsibilities for employees and parents who may carry weapons on school property. **Deb Hansen made a motion to approve the Weapons on School Property Policy. David Gray seconded the motion. The votes were as follows:**

**Terry Capener – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye**

Motion passed unanimously.

- Policy Amendments – Heidi Bauerle

- Electronic Devices Policy – Heidi stated that the Electronic Devices Policy was updated to comply with state legislation regarding cell phone usage in schools, allowing phones only for health/safety threats or with teacher permission.
- Kindergarten Toilet Training Policy – The updated Toilet Training Policy now mandates that all students be toilet trained prior to school entry, with exceptions made for students with disabilities. As a result, the term "Kindergarten" has been removed from the policy title to reflect its broader applicability.
- Child Abuse & Neglect Reporting Policy & Admin Procedures – Heidi reviewed the amended Child Abuse & Neglect Reporting Policy & administrative procedures which have been updated to bring the policy into better compliance with Utah rule and USBE rule. The Board agreed to table the Child Abuse Reporting Policy for further discussion at the next meeting to address concerns about reporting channels for abuse allegations against school leaders.

Deb Hansen made a motion to table the Amended Child Abuse and Neglect Reporting Policy, and approve the amended Electronic Devices Policy, and the Amended Kindergarten Toilet Training Policy including updating the policy name to "Toilet Training Policy". Jimmy Sunlight seconded the motion. The votes were as follows:

**Terry Capener – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye**

Motion passed unanimously.

OTHER BUSINESS ITEMS

➤ Calendaring Items – Terry Capener

- Next Pre-Board Meeting – October 6th
- Next Board Meeting – October 20th @ Lagoon
- NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
- Upcoming School Activities
 - ✓ Layton Campus
 - ★ Fall Festival (Games etc.) – September 16th @ 5:00 p.m.
 - ★ Purple Crew Assembly – September 19th @ 8:30 a.m.
 - ★ Leadership Assembly – September 25th @ 8:30 a.m.
 - ✓ Ogden Campus
 - ★ Leadership Assemblies (Each week 2 different grades will be recognized) – Fridays at 8:30 a.m.
 - ★ Fall Festival/Treat Trail – October 29th 5:00-6:30 p.m.
 - ★ Veterans Assembly – November 12th @ 9:00 a.m.
 - ★ Literature Night – November 12th @ 5:00-6:30 p.m.

6:38 PM – Jimmy Sunlight made a motion to CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health and/or discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a)&(f) at Academica West. Chuma Uzoh seconded the motion. The roll call votes were as follows:

**Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye**

Motion passed unanimously.

7:01 PM – Chuma Uzoh made a motion to exit the CLOSED SESSION and ADJOURN. Deb Hansen seconded the motion. The votes were as follows:

**Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye**

Motion passed unanimously.

**Leadership Learning Academy
Board of Directors
Closed Session Statement
Monday, September 8, 2025**

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

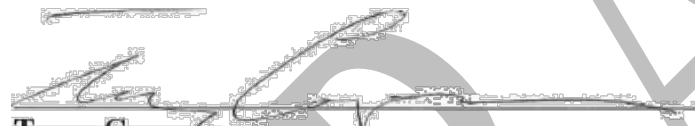


CLOSED SESSION SWORN STATEMENT:

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

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

Signed on the 8th day of September, 2025.


Terry Capener
Board Chair