

Early Light Academy Board of Directors Meeting Minutes Wednesday, September 17, 2025

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



EARLY LIGHT
ACADEMY

In Attendance: Jenn Lund, Brett Crockett, Candice Mitchell, Ann Khong, Ashley Leishman, Penny Ramirez,

Excused:

Others in Attendance: Stephanie Schmidt, Amy Bird, Shannon James, Stacie Brooks (via Zoom), Heidi Bauerle, Erin Winterton, 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

8:36 AM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

Sex Education Instruction Committee

Committee Members in Attendance: *Stephanie Schmidt, Amy Bird, Shannon James, Stacie Brooks, Jenn Lund, Brett Crockett, Candice Mitchell, Ann Khong, Ashley Leishman, Penny Ramirez,*

Excused: *Darci Cordero,*

- **Review and Vote on Sex Education and Maturation Curriculum incl. instructors** – The Sex Ed Instruction Committee meeting focused on reviewing and approving the sex education and maturation curriculum, which includes state-approved materials taught by designated instructors. Amy Bird stated that Lexi Turner and Kelly Bird will be teaching the girls and boys maturation, respectively, using the maturation materials “Always Changing”. Shannon James, the health teacher, discussed her approach to teaching these topics and emphasized the importance of building relationships with students. *Amy Bird was excused at 8:40 a.m. Shannon James and Stacie Brooks were excused at 8:47 a.m.* **Jenn Lund made a motion to approve the sex education and maturation curriculum including instructors as presented. Brett Crockett seconded the motion. The roll call votes were as follows:**

Jenn Lund – Aye

Brett Crockett – Aye

Candice Mitchell – Aye

Ann Khong – Aye
Ashley Leishman – Aye
Penny Ramirez – Aye
Motion passed unanimously.

REPORTS

- **Administration**

- ✓ Director Report – Stephanie Schmidt provided updates on the 7th grade foundations trip and mentioned the ongoing "Rise Month" activities, including buddy classes and the ELA play performances. The board discussed potentially attending a performance of the ELA play, with a plan to survey board members about available dates. Director Schmidt asked Dawn to send out a Survey Monkey poll for board availability of the play dates.

- ★ The **Early Learning Plan Reporting** will be tabled until the November meeting.
- ★ Director Schmidt discussed the **Overnight Travel Administrative Procedures** particularly regarding medication administration protocols. These procedures have been in place but are now formalized in writing.
- ★ Heidi Bauerle addressed the amended **Meal Charge and Alternate Meal Administrative Procedures** explaining that schools can no longer charge for reduced-price lunches and that the state has provided a grant to help offset costs for schools.
- ★ Director Schmidt presented the school's annual strategic goals.

- **Board of Directors**

- ✓ Financial Update – Erin Winterton reported on financial performance, noting that the school is in good financial health with \$3.8 million in operating cash as of August 31st, which is an improvement from the previous year's \$3.2 million.

BOARD TRAINING

- Governance vs. Management and Mission, Vision & School Culture – Heidi Bauerle introduced herself and conducted a training session on board roles and expectations for school board members, emphasizing the distinction between governance and management responsibilities. She explained that board members set strategic direction while Steph and her staff implement daily operations. Heidi highlighted key guidelines including maintaining confidentiality, supporting Board decisions once voted on, and focusing on organizational goals rather than individual concerns. The session also covered practical advice for handling parent inquiries, emphasizing the importance of directing them to Director Schmidt and/or to follow the established grievance policy before involving board members.

CONSENT ITEMS

- August 27, 2025 Board Meeting Minutes – There was no further discussion.
- Ratify Neurobehavioral Center for Growth 25-26 Agreement – 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
Candice Mitchell – Aye
Ann Khong – Aye
Ashley Leishman – Aye
Penny Ramirez – Aye
Motion passed unanimously.

VOTING ITEMS

- LEA-Specific Educator License(s) – Stephanie Schmidt discussed the process for obtaining LEA-specific licenses for teachers who are teaching subjects outside their professional licensure. She explained that these temporary licenses can be issued for up to three years while the teachers complete endorsement requirements. Director Schmidt also confirmed that all educators, including those with temporary licenses, must complete ethics training.
- **Policy Amendments**
 - ✓ Child Abuse & Neglect Reporting Policy & Admin Procedures – There was no further discussion.
 - ✓ Electronic Resources Policy – Stephanie Schmidt stated that they don't actually use the Staff Acceptable Use of School Electronic Resources Acknowledgement of Receipt and Understanding. The acknowledgement that they use is much more detailed. Dawn stated that this is just a guide for one. *(This will be removed)*
 - ✓ Kindergarten Toilet Training Policy – There was no further discussion.
 - ✓ SLT Council Membership & Election Procedures – There was no further discussion.
- ✓ **Jenn Lund made a motion to approve the following items:**
 - ✓ **Approve the request for an LEA-specific educator license for the individuals below, all for three years:**
 - ★ Cayman Barber – Social Studies Composite Endorsement
 - ★ Tiffany Birge – Elementary License
 - ★ Brooklyn Gittins – Science Integrated Endorsement
 - ★ Ashlie Hatton – Mathematics (SpEd)
 - ★ Jeremy Loewen – Secondary License, Math Level 4 Secondary Math Endorsement;
 - ✓ **Approve the Amended Child Abuse and Neglect Reporting Policy;**
 - ✓ **Approve the Amended Electronic Resources Policy;**
 - ✓ **Approve the Amended Kindergarten Toilet Training Policy including updating the policy name to “Toilet Training Policy”; and**
 - ✓ **Approve the Amended School LAND Trust Council Membership & Election Procedures.**

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

Jenn Lund – Aye
Brett Crockett – Aye
Candice Mitchell – Aye
Ann Khong – Aye
Ashley Leishman – Aye
Penny Ramirez – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- *Calendaring Items* – ALL
 - ✓ Scheduled October 16th @ 8:30 a.m. Electronic Board Mtg (RFP Landscaping/Snow Removal). Dawn will send out a calendar invite.
 - ✓ Next PreBoard Meeting – November 3rd @ 10:30 a.m.
 - ✓ Next Board Meeting – November 19th
 - ✓ NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

9:51 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 and/or to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) & (f) in the conference room. Candice Mitchell seconded the motion. The roll call votes were as follows:

**Jenn Lund – Aye
Brett Crockett – Aye
Candice Mitchell – Aye
Ann Khong – Aye
Ashley Leishman – Aye
Penny Ramirez – Aye**

Motion passed unanimously.

10:07 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
Candice Mitchell – Aye
Ann Khong – Aye
Ashley Leishman – Aye
Penny Ramirez – Aye**

Motion passed unanimously.

**Early Light Academy
Board of Directors
Closed Session Statement
Wednesday, September 17, 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/or 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 17 day of September, 2025, at South Jordan, Utah.


Jenn Lund
Board Chair