

Early Light Academy Board of Directors Meeting Minutes Wednesday, November 19, 2025

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



EARLY LIGHT
ACADEMY

In Attendance: Jenn Lund, Candice Mitchell (via Zoom), Ann Khong, Ashley Leishman, Penny Ramirez,

Excused: Brett Crockett,

Others in Attendance: Stephanie Schmidt, Erin Winterton, Heidi Bauerle, Anna Lynn, 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

8:40 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund

There was no PUBLIC COMMENT.

SCHOOL LAND TRUST COUNCIL

- Review SLT Timeline – Director Schmidt reviewed the SLT Program Timeline provided by USBE. The principal assurances have been done by Director Schmidt.
- SLT Board Training Assurance – All board members have completed the annual council and board training prior to this meeting.
- Review SLT FY26 Plan Implementation – Anna Lynn reviewed the FY26 SLT plan which included details on the student population being served and the rationale behind fund allocation. The board reviewed the plan and discussed upcoming deadlines, including a final report due on March 1st for the previous year's spending.
- There was a discussion on the funding of paraprofessionals.

Anna Lynn was excused at 9:03 a.m.

REPORTS

- **Administration**
 - ✓ Director Report – Stephanie Schmidt shared updates on various school activities, including sports achievements, Culture Fair, and the Veterans Day program, and mentioned the positive feedback from the Beverly Taylor Sorensen Arts Foundation. Additionally, she provided an overview of recent safety training and emergency operations planning, noting the school's progress in implementing

safety measures. Director Schmidt discussed safety protocols and crisis management, emphasizing the importance of preparation and practice. She mentioned that the board would be welcome to assist during emergencies, particularly in roles like traffic control. She also provided an update on the mid-cycle Cognia accreditation review, highlighting three areas of improvement focused on professional development, learner engagement, and instructional practices. Director Schmidt explained that the school has developed a written professional development plan to address these areas and ensure continuity of operations in case of changes or events. She presented a report on professional development and teacher evaluation processes, highlighting the use of tools like ELEOT evaluations and the Portrait of an ELA Educator for continuous improvement. Director Schmidt discussed the need to formalize processes for program evaluations and action research to support organizational improvement. She also shared updates on Title I funding for ELA, including the implementation of research-based programs and SHINE stipends for educators in high-demand subjects. Finally, Director Schmidt explained the addition of administrative procedures for Toilet Training, which now applies to students beyond kindergarten emphasizing the need for clear communication and documentation in IEPs or 504 plans to address toileting issues related to disabilities. She also highlighted the importance of maintaining student dignity and involving relevant authorities if issues are not disability related.

- **Board of Directors**

- ✓ Financial Update – Erin Winterton reviewed the financials as of October 31st noting a strong cash position with a recommendation to transfer \$500,000 to the PTIF account due to favorable interest rates. She also explained that certain expenses, such as audit fees and safety plan costs, were running high but were expected due to specific circumstances. Erin is forecasting 110 days cash on hand by the end of the year. She focused on reviewing the budget trends, highlighting that most categories are under budget, except for lawn care services and equipment rental, which are slightly over budget due to necessary repairs and reclassification.

CONSENT ITEMS

- October 16, 2025, Electronic Board Meeting Minutes – 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**
 - Candice Mitchell – Aye**
 - Ann Khong – Aye**
 - Ashley Leishman – Aye**
 - Penny Ramirez – Aye****Motion passed unanimously.**

VOTING ITEMS

- Kensington Theatre Company Agreement – Director Schmidt provided an overview of the partnership with Kensington Theatre Company (KTC) concerning the use of theater facilities. She invited Erin to outline the financial arrangement, who explained that KTC

“pays” \$4,100 per month through a trade account. These funds are allocated toward facility enhancements and the acquisition of updated equipment for the theater. Director Schmidt emphasized that ELA-sponsored events will take precedence over KTC performances, and the stage must remain available for ELA programming during KTC’s scheduled use. She further noted that the agreement is set for renewal over a 10-year term, with provisions allowing ELA to purchase equipment from KTC. Additionally, the agreement includes a clause permitting either party to terminate the arrangement at any time.

- Hotline Complaint Policy – Director Schmidt reviewed the Hotline Complaint Policy. She stated that it requires a statement on the website and training for the board and administration.
- Amended Instructional Materials Policy – Director Schmidt reviewed the amended Instructional Materials Policy which updates the code citations due to the recent legislative session renumbering various parts of the criminal code.
- Amended Paid Parental & Postpartum Recovery Leave Policy – Director Schmidt reviewed the recommended amended Paid Parental & Postpartum Recovery Leave Policy. It has been revised to clarify that the maximum paid postpartum recovery leave period is 15 contract days and the maximum paid parental leave period is 3 calendar weeks. There was a discussion on how FMLA works in conjunction with this type of leave.

Jenn Lund made a motion to approve the following:

- ✓ **Approve the Kensington Theatre Company Agreement and authorize the Board President to sign on behalf of the School;**
- ✓ **Approve the Hotline Complaint Policy;**
- ✓ **Approve the Amended Instructional Materials Policy; and**
- ✓ **Approve the Amended Paid & Postpartum Recovery Leave Policy.**

Ashley Leishman seconded the motion. The roll call votes were as follows:

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

Motion passed unanimously.

DISCUSSION ITEMS

- Calendaring Items – ALL
 - ✓ Next PreBoard Meeting – January 7th @ 10:30 a.m.
 - ✓ Winter Social on January 9th @ 6 p.m. with information is forthcoming
 - ✓ Next Board Meeting – January 21st
 - ✓ NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

10:09 AM – Jenn Lund made a motion to enter into 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) at Early Light Academy. Ashley Leishman seconded the motion. The roll call votes were as follows:

Jenn Lund – Aye

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

10:33 AM – Jenn Lund made a motion to exit the closed session and ADJOURN. Ann seconded the motion. The roll call votes were as follows:

**Jenn Lund – Aye
Candice Mitchell – Aye
Ann Khong – Aye
Ashley Leishman – Aye
Penny Ramirez – Aye
Motion passed unanimously.**

DRAFT

**Early Light Academy
Board of Directors
Closed Session Statement
Wednesday, November 19, 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 19 day of November, 2025, at South Jordan, Utah.

Jenn Lund
Jenn Lund
Board Chair