

Leadership Learning Academy Annual Board Meeting Minutes Monday, June 9, 2025



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

In Attendance: Terry Capener, David Gray, Deb Hansen, Chuma Uzoh, Jimmy Sunlight,

Others in Attendance: Brandon Fairbanks, Dawn Kawaguchi, Sarah Houmand, Heidi Bauerle, 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

2024-2025 Strategic School Plan

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

5:45 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT. This was the second public comment period for Lexia Core5 Reading.

REPORTS

➤ Lead Director

- State of the School – Sarah Houmand reported on Schoolwide Unity and Collaboration including updates on the Positive Behavior Plan, Purple Start Report and Notice of Concern which has been officially lifted; Enhancing Teacher and Staff Development, Celebrating Achievement, and Strengthening Retention including the development of the professional development calendar for the 2025-2026 school year and master templates have been finalized; Enrollment and Fiscal

Responsibility including a mental health grant, the 2025-2026 budget and the FY26 enrollment.

- Employees Engaging in Private Activities Related to Public Education Administrative Procedures – Sarah Houmand reviewed the Employees Engaging in Private Activities Related to Public Education Administrative Procedures which includes separation of private and public roles, using any school resources to gain clients for their personal activities which includes doing any business during their scheduled work hours.

ANNUAL BOARD TRAINING

- Review Ethics Policy & Sign Statement of Ethical Behavior* – Dawn Benke reviewed the Ethics Policy which is done annually and had Dawn K get signatures from all board members for the Statement of Ethical Behavior. This is required to receive points for the Fraud Risk Assessment.
- Review Annual Fraud Risk Assessment* – Dawn Benke presented the fraud risk assessment results, which showed a low-risk score of 375 out of 395, and explained the various factors contributing to the score. This also requires the Lead Director and Financial Coordinators signature, which Dawn K had them sign.
- Review Board Constitution/Evaluation & Board Member Agreement* – Terry Capener reviewed the Board Constitution/Evaluation and Board Member Agreement and asked each board member to sign the agreement for the upcoming year.
- Review Board Communication Guidelines – Terry Capener reviewed the Board Guidelines on Communication, Meeting Conduct, Agenda Setting and Addressing Feedback. He mentioned that the standard reply for addressing feedback has been a great resource.

CONSENT ITEMS

- May12, 2025 Board Meeting Minutes – There was no further discussion.
- Ratify School-Based Mental Health Qualified Grant – There was no further discussion. **Chuma Uzoh made a motion to approve the consent items. 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.**

VOTING ITEMS

- Lexia Core5 Reading Renewal – Sarah Houmand stated that this is the annual renewal cost for both campuses. They use this program to supplement their language arts curriculum and have been using it for a few years now. **Deb Hansen made a motion to approve the Lexia Core5 Reading renewal in the amount of \$28,800. David Gray 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.

- 2025-2026 Sex Education Committee Membership – Sarah Houmand reviewed the committee which they state positions instead of names. There was a discussion on if the school had a nurse on staff. Sarah stated that she is not returning but she is in the process of filling the open position. **David Gray made a motion to approve the 2025-2026 Sex Ed Instruction Committee as follows: the Lead Director, two campus Principals, School Nurse, four parents/guardians. Jimmy Sunlight 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.

- Amend Positive Behavior Plan – Sarah Houmand reviewed the changes for the Positive Behavior Plan that removed red ribbon week and updated bullying prevention measures. There was a discussion on what the Elementary Health entails and the maturation program. **Jimmy Sunlight made a motion to approve the Amended Positive Behavior Plan. Chuma Uzoh 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.

- Amended Parent & Family Engagement Policy – Dawn Benke reviewed the Parent & Family Engagement Policy that included removing the targeted assistance language and some redundancy. **Chuma Uzoh made a motion to approve the Amended Parent & Family Engagement Policy. 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.

- Paid Parental & Postpartum Recovery Leave Policy – Heidi Bauerle reviewed the Paid Parental & Postpartum Recovery Leave Policy that aligns with state requirements, providing up to 6 weeks of paid leave for eligible employees. **Deb Hansen made a motion to approve the Paid Parental and Postpartum Recovery Leave Policy. David Gray 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.

- *Salary Supplement for Highly Needed Educators Policy* – Heidi Bauerle reviewed the Salary Supplement for Highly Needed Educators Policy explaining the transition from the Teacher Salary Supplement Program (TSSP) to the new SHiNE policy, which allows local education agencies (LEAs) to determine which educators are highly needed in their areas. She noted that most schools are still focusing on special education, math, and science teachers, but LEAs can now choose other areas based on their specific needs. Dawn Benke clarified that under the new grant, the money comes directly to the school, which then distributes it and submits documentation of the distribution. Heidi emphasized that HR has been handling the process well, and while there are concerns about the annual review and potential changes, the new policy provides more flexibility for schools to address their specific staffing needs. **Jimmy Sunlight made a motion to approve the Salary Supplement for Highly Needed Educators Program Policy. Chuma Uzoh 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.

- *Re-Approve Electronic Devices Policy, Internet Safety Policy, Staff Acceptable Use Policy and Student Acceptable Use Policy* – Heidi Bauerle stated that these policies are up for re-approval this year on your Policy Review list. Dawn K stated that these policies are required to be reviewed and either amended or re-approved as it every three years. There are no changes recommended so it just needs to be re-approved. There was a discussion if the no cell phones policy during instructional time has been addressed on this policy. **Deb Hansen made a motion to Re-approve the Electronic Devices Policy, Internet Safety Policy, Staff Acceptable Use of Internet & Electronic Resources Policy, and Student Acceptable Use of Electronic Resources Policy. David Gray 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.

- *Property & Liability Insurance Renewal* – Heidi Bauerle stated that the insurance policies were increased this year by 19% due to the increase in property coverage for the building addition at the Layton campus and increase in claims severity that carriers are experiencing with schools. **Chuma Uzoh made a motion to approve the renewal of the school's insurance policies with Hanover in the amount of \$45,608. David Gray 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.

- *Ratify Board Members and their Terms* – Terry Capener stated that both David and Jimmy’s terms are up for renewal which they will both renew. He reviewed the current terms for Chuma, Deb and Chuma. **Jimmy Sunlight made a motion to approve the David Gray and Jimmy Sunlight with a new 4-year term to expire June 2029 and ratify Chuma Uzoh with a term to expire June 2028, Deb Hansen with a term to expire June 2027, and Terry Capener with a term to expire June 2026. Chuma Uzoh 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.

- *Election of Board Officers*– Terry Capener asked if anyone had a burning desire to be the board president or any other position. The board decided to keep the board officers the same. **Chuma Uzoh made a motion to approve the Board Officers as currently constituted. 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.

ANNUAL BOARD TRAINING (Continued)

- *Annual Policies, Plans & Procedures Training* – Heidi Bauerle reviewed the out of school suspension and expulsion data. She discussed the behavior incident reporting requirements. Sarah added that they will be implementing a new Swiss behavior tracking system to help identify student trends proactively with the hopes that these incidents will decrease. Brandon Fairbanks reviewed the Arrest Reporting Policy which was sent to SCSB as part of the materials requested for the NOC.

OTHER BUSINESS ITEMS

- *Set 2025-2026 Board Meeting Schedule* – Dawn Kawaguchi stated that if there aren’t any issues with the dates, she will send out the calendar invites. Terry stated that they won’t know if there are issues so send out as is and we can discuss as they come up. Deb had conflicts with the August and October meetings. Dates were changed and Dawn will update and send out calendar invites.
- *Calendaring Items* – Terry Capener
- Electronic Board Meeting – June 24th
 - NCSC25 Orlando, FL June 29 – July 2 – There was a discussion on hotel arrangements and per diems for Nationals.

- Pre-Board Meeting – With the changes to the August board meeting, Dawn will adjust preboard meeting two weeks prior.
- Next Board Meeting – September 8th

6:51 PM – Chuma Uzoh made a motion to enter a CLOSED SESSION to discuss an individual’s character, professional competence, or physical or mental health pursuant to Utah Code 52-4-205(1)(a) at AW. David Gray seconded the motion. The roll call votes were as follows:

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

Motion passed unanimously.

Heidi Bauerle was excused at 7:25 p.m.

7:28 PM – Chuma Uzoh made a motion to exit 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, June 9, 2025**



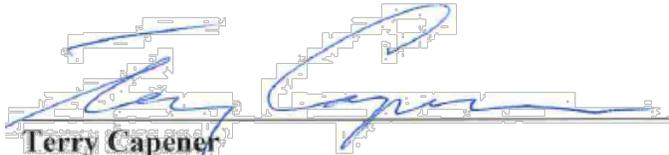
Location: Academica West, 290 N. Flint Street, Kaysville, UT 84037

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 9th day of June, 2025.


Terry Capener
Board Chair