

Board Meeting

Ensign Leadership Academy Board Meeting **MINUTES**

****Virtual****

ELA 2-25-2026 at 4:00 p.m.

Board of Directors' Access:

<https://us02web.zoom.us/j/84957620138>

Meeting ID: 849 5762 0138

One tap mobile 6699006833,,84957620138#

- I. **Call to Order** by Howard Stephenson at 4:08PM
- II. **Pledge of Allegiance** [IMAGE](#) by Stephanie Hill
- III. **Reading of the Mission Statement (Assign or Ask for Volunteer):** by David Erickson
The mission of Ensign Leadership Academy is, in support of the family, provide the best educational experience to as many students as possible in a moral and wholesome environment.
- IV. **Roll Call of membership onto the Board of Directors** by Matt Throckmorton
(*Staff perform roll call*)

Board Member	Title	Term Expires	Attendance
Curt Bramble	Chair	June 2028	NP
Howard Stephenson	Vice Chair	June 2028	Present
David Erickson	Treasurer	June 2028	Present
Stephanie Hill	Secretary	June 2030	Present
Richard Moss	Director	June 2030	Present

Guests: Matt Throckmorton, Sarah Scatena, Tina Letchworth, Cristina Schubert

- V. **Approval of the Consent Agenda** (Motion, Second, Vote)
 - A. Meeting Minutes from December 3, 2025 [LINK](#)
Motion to approve by Stephanie Hill, seconded by Richard Moss
Voice vote, 4-0-1
- VI. **Discussion/New Business/Action Items**
 - A. Discussion regarding RFP for EMO services [LINK](#) And [LINK](#) Howard and Matt lead the discussion. Howard expresses a desire to move forward to allow land search to begin as quickly as possible. Matt leads the board in

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the attached trainings. One provided by the UAPCS, and the second by the Utah State Auditors office. This covers dollar thresholds for specific board activities; the other is the process of submitting an RFP. Howard and David volunteered to work with Matt in submission and review of all submissions. This includes a formal grading and evaluation process. A previously submitted RFP was reviewed. Howard asked about the contract amount, which Matt noted could include elements inside the contract, once an EMO was selected. The desire was for the 5 areas to be weighted each had a 20% weight. It was agreed to specify that the hiring of the Director would be addressed in the contract, once an EMO was selected.

David Erickson **moved** to update the previously used RFP to reflect ELA, weights of scoring to each be 20%, seconded by Richard Moss. Roll call vote of Aye, Howard Stephenson, David Erickson, Stephanie Hill and Richard Moss, Curt Bramble not present. 4-0-1

- B. Review of ELA Operating Agreement with SCSB [LINK](#) Matt Throckmorton presents the agreement as prepared by the SCSB staff. They took the key elements of the ELA approved charter and inserted into the operating Agreement. Matt noted the first eight pages are used by all charters, with the last two pages reflecting key elements of ELA. David requested that all items are verified as accurate.

Motion to approve Agreement by David Erickson, seconded by Stephanie Hill. Roll call vote, Aye Howard Stephenson, David Erickson, Stephanie Hill, Richard Moss, with Curt Bramble not present. 4-0-1

Agreement will be sent to the board members for signature, then to the SCSB. The SCSB has a process with a timeline, though this document is due with the CSP grant on March 4.

- C. Discussion and review of policies [LINK](#) Tina Letchworth explained that the attached policy handbook covered the items required of both the CSP Grant, as well the SCSB. Further, the CSP grant does not need an approved handbook, just a working copy. The SCSB requirement is not until May of 2027.
- D. Approval of CSP Grant application [LINK](#) Financial [LINK](#) The ELA Board reviewed the grant application, presented by Cristina Schubert. A correction was made to the approved enrollment, which was different than what was presented in the charter document.
- Motion** to approve, with authority to make non-substantive edits by Richard Moss, seconded by David Erickson. Voice vote, 4-0-1
- E. Update on land search (No location publicly disclosed) It was determined to move into Executive Session to discuss this item.

VII. Executive Session (if needed)

Matt Throckmorton read the following statement:

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Executive Session,(Closed to Public)

CLOSED/EXECUTIVE SESSION: The Board will consider a motion to close the meeting to hold a strategy session to discuss pending or reasonably imminent litigation, and/or to discuss the purchase, exchange, or lease of real property, and/or the character, professional competence, or physical or mental health of an individual in conformance with §524204 and §524205 et seq., Utah Code Ann.

Motion into Executive Session by David Erickson, seconded by Richard Moss. Roll Call vote, Aye Howard Stephenson, David Erickson, Stephanie Hill, Richard Moss, with Curt Bramble not present. 4-0-1 at 5:36PM

Motion out of Executive Session by Richard Moss, seconded by David Erickson. Roll Call vote, Aye Howard Stephenson, David Erickson, Stephanie Hill, Richard Moss, with Curt Bramble not present. 4-0-1 at 6:08PM

Back into regular session at 6:08PM

VIII. Adjournment

(Next regular board meeting is Wednesday March 4, 2026 at 4PM)

Matt notes that we will meet on March 11 at 4PM, not March 4. And marketing will do a presentation on the marketing plan through the first day of school.

Motion to adjourn by Stephanie Hill, seconded by David Erickson. 3-0-2 with Curt Bramble and Richard Moss not present. Adjournment at 9:09PM