



EARLY LIGHT  
ACADEMY

# Board Meeting Materials

*BOARD MISSION:*

AS THE BOARD OF EARLY LIGHT ACADEMY, IT IS OUR MISSION TO OVERSEE THE SCHOOL'S STRATEGIC DIRECTION AND VISION. IT IS OUR ROLE TO GOVERN AS OPPOSED TO MANAGE. ACTING WITH A UNIFIED VOICE, WE STRIVE TO SUPPORT AND ENSURE A LASTING AND SUSTAINABLE FUTURE FOR ELA. WE SEEK TO INSPIRE AND PROMOTE AN ATMOSPHERE OF INTEGRITY, TRANSPARENCY AND ACCOUNTABILITY. WE SERVE TO EMPOWER THE SCHOOL'S ADMINISTRATIVE LEADERSHIP TO EXECUTE ITS MISSION OF ACADEMIC EXCELLENCE, GROWTH AND ACHIEVEMENT.

**March 18, 2026**

# Early Light Academy Board of Directors Meeting Agenda Wednesday, March 18, 2026

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



EARLY LIGHT  
ACADEMY

**NOTE:** It is possible that the ELA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

**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!

## AGENDA

### 8:30 AM – INTRODUCTORY ITEMS

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

### PUBLIC COMMENT (Comments will be limited to three minutes)

- [2026-2027 School Fee Schedule](#)
- [Fee Waiver Policy](#)

### SCHOOL LAND TRUST COUNCIL

- [Identify Needs for Upcoming School Plan/Present Recommended Plan](#)

### REPORTS

- Administration
  - ✓ [Director Report](#) – Stephanie Schmidt
    - ★ [Gifted & Talented Grant Report](#)
    - ★ [Retention & Advancement Administrative Procedures](#)
    - ★ [Student Walkouts & Protests Administrative Procedures](#)
- Board of Directors
  - ✓ [Financial Update](#)

### BOARD TRAINING

- [Open & Public Meetings Act Training](#)
- [Public Education Hotline Training](#)

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

## CONSENT ITEMS

- [February 20, 2026 Electronic Board Meeting Minutes](#)

## VOTING ITEMS

- [2026-2027 School LAND Trust Plan](#)
- [Landscape Projects](#)
- [Helpside Professional Employer Agreement Renewal](#)
- [Amend Administration of Medication Policy](#)

## DISCUSSION ITEMS

- Calendaring Items – ALL
  - ✓ Next PreBoard Meeting – May 6<sup>th</sup> @ 10:30 a.m.
  - ✓ Next Board Meeting – May 20<sup>th</sup>
  - ✓ NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

**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) [IF NEEDED]

## ADJOURN

### UPCOMING CALENDAR ITEMS

#### May

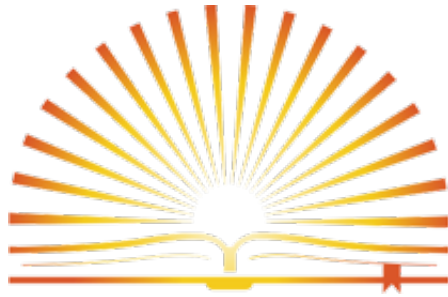
2026-2027 School Fees (2<sup>nd</sup> Public Viewing)  
Annual Comprehensive Guidance Data Review  
Audit Engagement Letter  
2026-2027 TSSA Plan  
Property & Liability Insurance Renewal  
Director Evaluation Prep  
Director Bonus/Salary  
Curriculum Purchases (2 Public Comment Periods)  
Review Positive Behavior Plan [Can email board or reapprove if changes]  
*Title IX Athletics Reporting [if you have athletics in your Jr. High]*

#### June

2026-2027 Annual Budget  
2025-2026 Final Amended Budget  
Summer Purchasing Plan  
2026-2027 Sex Ed Instruction Committee  
Director Evaluation  
Ratify Board Members & Terms  
Ratify Board Officers  
2026-2027 Board Meeting Schedule  
Mental Health Screening Determination [*if changed*]  
Annual Policies Review  
Annual Fraud Risk Assessment/Ethical Behavior

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# EARLY LIGHT ACADEMY

## ~~2025~~2026-2026-2027 Student Fee Schedule

### STUDENT FEES (for fully and partially enrolled students)

The following student fees may be assessed to all junior high students in grades 7-9 as follows, but apportioned by the number of days of school membership if a student attends less than a full school year:

FEE DESCRIPTION	TOTAL AMOUNT	EXPENDITURES FUNDED BY FEE (SPEND PLAN)
Elective Course Fees (Grades 7-9) (courses such as Art, Music, Theatre, Crew, Robotics, PE, and Foreign Languages)	Up to \$20 per course	Course supplies, clothing, and guest coaches
Performance Choir	Up to \$80	Performance Attire and supplies
Honor Choir (Grades 7-9)	\$60	Event registration fees, activities, and guest coaches

### FEES FOR SPORTS, CLUBS, PROGRAMS, AND OTHER ACTIVITIES (fees for participating students are collected at the start of each season)

SEASON	FEE DESCRIPTION	TOTAL AMOUNT	EXPENDITURES FUNDED BY FEE (SPEND PLAN)
Fall	Cross Country (Grades 6-9)	\$85	Coach, supplies, and UCSSAL fees
Fall	Volleyball (Grades 6-9)	<del>\$105</del> <u>150</u>	Coach, supplies, referees, and UCSSAL fees
Winter	Basketball (Grades 6-9)	<del>\$105</del> <u>150</u>	Coach, supplies, referees, and UCSSAL fees
Spring	Soccer (Grades 6-9)	<del>\$105</del> <u>150</u>	Coach, supplies, referees, and UCSSAL fees
Varies	School Play (Grades 3-9)	\$75	Instructors and supplies
Varies	Ballroom (Grades 7-9)	\$125	Instructors, supplies, and activity registration fees
Varies	After School Activities and Clubs (Grades K-9)	Up to \$60 per activity	Instructors, <u>transportation</u> , supplies, and activity registration fees
Fall	7th Grade Experience (7th grade only)	Up to \$500	Transportation, accommodations, activities, and food
Spring	Lagoon Day (8th grade only)	Up to \$65	Lagoon Ticket
Spring	Great Salt Lake Science Experience (7th-9th grade)	Up to \$10	Transportation and entrance fee

SEASON	FEE DESCRIPTION	TOTAL AMOUNT	EXPENDITURES FUNDED BY FEE (SPEND PLAN)
Winter	Snowshoe Excursion (8th grade only)	Up to \$15	Transportation, <u>instructors, supplies &amp; activities</u>
Winter	Student Government Leadership Conference (Grades 7-9)	Up to \$750	Transportation, accommodations, activities, and food
Spring	Capstone Experience, Service Project, and Etiquette Dinner (9th grade only)	Up to \$500	Transportation, accommodations, activities, and food

**PRORATED FEES PAYMENT SCHEDULE**

Students entering after the scheduled registration date shall pay fees using the following schedule:

INITIAL DATE OF ENTRY TO SCHOOL	PAYMENT RATE
Prior to Mid-Term of Term One	100%
Following Mid-Term of Term One and Prior to Mid-Term of Term Two	75%
Following Mid-Term of Term Two and Prior to Mid-Term of Term Three	50%
Following Mid-Term of Term Three and Prior to Mid-Term of Term Four	25%
After Mid-Term of Term Four	No Payment

**Per Student (Grade 9) Annual Maximum Fee Amount for School Year: \$2,170~~305~~**

This amount reflects the total student fees any student in grade 9 would be required to pay if the student participated in all courses, programs, sports, and activities provided, sponsored, or supported by the School for students in grade 9 for the year.

**Per Student (Grades 7-8) Annual Maximum Fee Amount for School Year: \$2,250~~395~~**

This amount reflects the total student fees any student in grades 7-8 would be required to pay if the student participated in all courses, programs, sports, and activities provided, sponsored, or supported by the School for students in grades 7-8 for the year.

**Per Student (Grade 6) Annual Maximum Fee Amount for School Year: \$685~~820~~**

This amount reflects the total student fees any student in grade 6 would be required to pay if the student participated in all after-school courses, programs, sports and activities provided, sponsored, or supported by the School for students in grade 6 for the year.

**Per Student (K – Grade 5) Annual Maximum Fee Amount for School Year: \$285**

This amount reflects the total student fees any student in Kindergarten through grade 5 would be required to pay if the student participated in all after-school courses, programs, and activities provided, sponsored, or supported by the School for students in Kindergarten through grade 5 for the year.

***Notice to Parents:*** Your student may be eligible to have one or more of their fees waived. For information on fees and fee waivers, please contact an administrator at the School and/or review the school fees materials provided on the School’s website (School Fees Notices, Fee Waiver Policy, Fee Waiver Applications, Fee Waiver Decision and Appeal Form, etc.). If you file a fee waiver request with the School and the request is denied, you may appeal the School’s decision.

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## Early Light Academy Fee Waiver Policy



EARLY LIGHT  
ACADEMY

### PURPOSE

Early Light Academy (the “School”) must abide by the Utah State Board of Education rules which direct the School’s Board of Directors (the “Board”) to implement a policy regarding student fees. The purpose of this policy is to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in School-sponsored activities.

### POLICY

Under the direction of the Board, the School’s Executive Director is authorized to administer this policy and is directed to do so fairly, objectively, and without delay, and in a manner that avoids stigma and unreasonable burdens on students or parents/guardians.

### Definitions

"Co-curricular activity" means an activity, course, or program that:

- (a) is an extension of a curricular activity;
- (b) is included in an instructional plan and supervised or conducted by a teacher or educational professional;
- (c) is conducted outside of regular School hours;
- (d) is provided, sponsored, or supported by the School; and
- (e) includes a required regular School day activity, course, or program.

“Curricular activity” means an activity, course, or program that is:

- (a) intended to deliver instruction;
- (b) provided, sponsored, or supported by the School; and
- (c) conducted only during School hours.

"Extracurricular activity"

- (a) means an activity, a course, or a program that is:
  - (i) not directly related to delivering required instruction;
  - (ii) not a curricular activity or co-curricular activity; and
  - (iii) provided, sponsored, or supported by the School.
- (b) does not include a noncurricular club as defined in Section 53G-7-701.

"Fee" means a charge, expense, deposit, rental, or payment:

- (a) regardless of how the charge, expense, deposit, rental, or payment is termed, described, requested, or required directly or indirectly;
- (b) in the form of money, goods, or services; and

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- (c) that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by an LEA.

"Fee" includes:

- (a) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
- (b) payments made to a third party that provides a part of a School activity, class, or program;
- (c) charges or expenditures for classroom instructional equipment or supplies;
- (d) charges or expenditures for School activity clothing; and
- (e) a fine other than a fine described below.

"Fee" does not include:

- (a) a student fine specifically approved by an LEA for:
  - (i) failing to return School property;
  - (ii) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior, or as described in Utah Code 53G-8-212; or
  - (iii) improper use of School property, including a parking violation;
- (b) a payment for School breakfast or lunch;
- (c) a deposit that is:
  - (i) a pledge securing the return of School property; and
  - (ii) refunded upon the return of School property;
- (d) a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program; or
- (e) money or another item of monetary value raised by a student or the student's family through fundraising.

"Instructional equipment or supplies"

- (a) means an activity-, course-, or program-related supply or tool that:
  - (i) a student is required to use as part of an activity, course, or program in a secondary school;
  - (ii) becomes the property of the student upon exiting the activity, course, or program, and
  - (iii) is subject to a fee waiver;
- (b) does not include School equipment.

"Non-waivable charge" means a cost, payment, or expenditure that:

- (a) is a personal discretionary charge or purchase, including:
  - (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
  - (ii) a charge for college credit related to the successful completion of:
    - (A) a concurrent enrollment class; or
    - (B) an advanced placement examination; or

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- (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
- (b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or
- (c) by Utah Code, federal law, or State Board of Education rule is designated not to be a fee, including:
  - (i) a school uniform as provided in Utah Code § 53G-7-801;
  - (ii) a school lunch; or
  - (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Provided, sponsored, or supported by the School"

- (a) means an activity, class, program, club, camp, clinic, or other event that:
  - (i) is authorized by the School; or
  - (ii) satisfies at least one of the following conditions:
    - (A) the activity, class, program, club, camp, clinic, or other event is managed or supervised by the School, or a School employee in the employees School employment capacity;
    - (B) the activity, class, program, club, camp, clinic, or other event uses, more than inconsequentially, the School's facilities, equipment, or other School resources; or
    - (C) the activity, class, program, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the School's activity funds or minimum school program dollars.
- (b) does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

“Provision in lieu of fee”

- (a) means an alternative to fee payment; and
- (b) may include a plan under which fees are paid in installments or under some other delayed payment arrangement or a service in lieu of fee payment agreement.

"Requested or required by the School as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

- (a) fully participate in school or in a School activity, class, or program;
- (b) successfully complete a School class for the highest grade; or
- (c) avoid a direct or indirect limitation on full participation in a School activity, class, or program, including limitations created by:
  - (i) peer pressure, shaming, stigmatizing, bullying, or the like; or
  - (ii) withholding or curtailing any privilege that is otherwise provided to any other student.

“School activity clothing” means special shoes or items of clothing:

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- (a) that meets specific requirements, including requesting a specific brand, fabric, or imprint; that the School requires a student to provide; and that become the property of the student upon exiting the activity, course, or program; and
- (b) that are required to be worn by a student for an activity-, course-, or a program-related activity.

“School activity clothing” does not include:

- (a) a school uniform; or
- (b) clothing that is commonly found in students’ homes.

“School equipment” means a machine, equipment, facility, or tool that:

- (a) is durable;
- (b) is reusable;
- (c) is consumable;
- (d) is owned by a secondary school; and
- (e) a student uses as part of an activity, course, or program in a secondary school.

"Something of monetary value"

- (a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and
- (b) includes:
  - (i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
  - (ii) payments made to a third party that provide a part of a School activity, class, or program;
  - (iii) classroom textbooks, supplies or materials;
  - (iv) charges or expenditures for school activity clothing; and
  - (v) a fine, except for a student fine specifically approved the School for:
    - (A) failing to return School property;
    - (B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or
    - (C) improper use of School property, including a parking violation.
- (c) does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.

“Textbook”

- (a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;
- (b) includes:
  - (i) a hardcopy book or printed pages of instructional material, including a consumable workbook; or
  - (ii) computer hardware, software, or digital content; and
- (c) does not include instructional equipment or instructional supplies.

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“Waiver” means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.

### **General School Fees Provisions**

The School may only collect a fee for an activity, class, or program provided, sponsored, or supported by the School consistent with School policies and state law.

If the School imposes a fee:

- (a) the fee shall be equal to or less than the expense incurred by the School in providing for a student the activity, course, or program for which the School imposes a fee; and
- (b) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee, including a fee to supplant or subsidize an expense that the School incurs for:
  - (i) a curricular activity; or
  - (ii) an expense for the portion of a co-curricular activity that occurs during regular school hours.

Beginning with the 2024-25 school year, the School may not sell textbooks or otherwise charge a fee for textbooks as provided in Section 53G-7-506, except for a textbook used for a concurrent enrollment, International Baccalaureate, or Advanced Placement course.

All fees are subject to the fee waiver requirements of this policy.

The School shall not charge a fee that is general in nature and for a service or good that does not have a direct benefit to the student paying the fee. In addition, except as set forth in this policy with respect to fees for life-cycle replacement costs for School equipment, the School may not charge a fee for School equipment.

The School may not charge students in grades K-6 fees to participate in the School’s remediation programs.

### **Fees for Classes & Activities During the Regular School Day**

#### **Fees for Students in Kindergarten through Sixth Grade**

The School may not charge a fee in kindergarten through sixth grade for materials, textbooks, supplies (except as provided below), or for any class or regular school day activity, including assemblies and field trips.

Elementary students cannot be required to provide their own student supplies. However, the School or teacher may provide to a student’s parent a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish, only on a voluntary basis, those supplies for student use. The list provided to a student’s parent or guardian must include and be preceded by the following language:

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"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

The School may charge a fee to a student in grade six if all of the following are true:

- (a) the School has students in any of the grades seven through twelve;
- (b) the School follows a secondary model of delivering instruction to the School's grade six students; and
- (c) The School annually provides notice to parents that the School will collect fees from grade six students and that the fees are subject to waiver.

### Fees for Students in Seventh through Ninth Grade

Fees may be charged in grades 7-9 in connection with an activity, class, or program provided, sponsored, or supported by the School that takes place during the regular school day if the fee is noticed and approved as provided in R277-407 and is allowed to be charged by state law. All such fees are subject to waiver. In addition, if an established or approved class requires payment of fees or purchase of items in order for students to fully participate and to have the opportunity to acquire skills and knowledge required for full credit and highest grades, the fees or costs for the class are subject to waiver.

In project related courses, projects required for course completion will be included in the course fee.

Secondary students may be required to provide their own student supplies, subject to the fee waiver requirements of this policy.

The School may charge students in grades 7-9 a fee for a curricular activity or a co-curricular activity that is not required for the instruction of established core standards as described in Utah Code § 53E-4-202 or § 53E-4-204 and that is an elective. However, beginning with the 2025-26 school year, the School may not charge students in grades 7-9 a fee for a curricular activity or a co-curricular activity that is required for the instruction of established core standards as described in Utah Code § 53E-4-202 or § 53E-4-204, and that is not an elective, unless the fee is for the following:

- (a) instructional equipment or supplies;
- (b) a driver education course described in Utah Code § 53G-10-503;
- (c) charter school application processing in accordance with Utah Code § 53G-6-503; or
- (d) competency remediation programs in accordance with Utah Code § 53G-9-803;
- (e) the life-cycle replacement costs for School equipment directly related to the co-curricular activity;
- (f) a music instrument rental; or
- (g) school activity clothing.

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If the School charges a fee for a co-curricular activity as set forth above, a fee for the portion of the co-curricular activity that is during the regular school day is limited to the fees described in subsections (a)-(g) above.

#### Fees for Adult Education and Advanced Courses

The School may charge students in grades 7-9 fees for an adult education course or for tuition, college credit, an exam, or a textbook for an Advanced Placement course, an International Baccalaureate course, or a concurrent enrollment course, as described in Utah Code § 53G-7-503(4).

#### Fees for Remediation Programs

The School may charge students in grades 7-9 fees to participate in the School's remediation programs.

#### Fees for Optional Projects

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project. A student may not be required to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high cost additional projects, particularly when authorizing an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

#### **Fees for Activities Outside of the Regular School Day**

Fees may be charged in all grades for any School-sponsored activity that does not take place during the regular school day if the fee is approved as provided in this policy and is allowed by state law and if participation in the activity is voluntary and does not affect the student's grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

A fee related to a co-curricular or extracurricular activity may not exceed the maximum fee amounts for the co-curricular or extracurricular activity adopted by the Board, as provided below.

Activities that use the School facilities outside the regular school day but are not provided, sponsored, or supported by the School (e.g., programs sponsored by the parent organization and/or an outside organization) may charge for participation, and fee waivers are not available for these charges.

An activity, class, or program that is provided, sponsored, or supported by the School outside of the regular School day or School year calendar is subject to this policy and state law regardless of the time or season of the activity, class, or program.

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## **Fee Schedule**

The Board will approve a Fee Schedule at least once each year on or before April 1. The Fee Schedule will establish the maximum fee amount per student for each activity and the maximum total aggregate fee amount per student per school year. No fee may be charged or assessed related to an activity, class, or program provided, sponsored, or supported by the School, including for a curricular, co-curricular or extracurricular activity, unless the fee has been set and approved by the Board, is equal to or less than the established maximum fee amount for the activity, and is included in the approved Fee Schedule.

The School will encourage public participation in the development of the Fee Schedule and related policies.

Before approving the School's Fee Schedule, the School will provide an opportunity for the public to comment on the proposed Fee Schedule during a minimum of two public Board meetings. In addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents.

After the Fee Schedule is adopted, the Board may amend the Fee Schedule using the same process.

In connection with approving a fee schedule, the Board shall authorize each fee individually as required in Utah Code § 53G-7-503.

## **Maximum Fee Amounts**

In connection with establishing the Fee Schedule, the Board will establish a per student annual maximum fee amount that the School may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by the School for the year. This is a maximum total aggregate fee amount per student per School year.

The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

## **Notice to Parents**

The Executive Director will annually provide written notice of the School's Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School's Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year.

The School will also post the following on its website each school year:

- (a) The School's Fee Schedule, including maximum fee amounts, and Fee Waiver Policy;
- (b) The School's fee waiver application;

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- (c) The School's fee waiver decision and appeals form; and
- (d) The School's fee notice(s) for families.

### **Donations**

The School may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the School and receipt of the donation will not affect participation by an individual student.

A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

The School may solicit and accept a donation or contribution in accordance with the School's policies, including the Donation and Fundraising Policy, but such requests must clearly state that donations and contributions by a student or parent are voluntary.

If the School solicits donations, the School: (a) shall solicit and handle donations in accordance with policies and procedures established by the School; and (b) may not place any undue burden on a student or family in relation to a donation.

### **Fee Collection**

The School may pursue reasonable methods for obtaining payment for fees and for charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school, an activity, a class, or a program that is provided, sponsored, or supported by the School during the regular school day; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, class schedules, diplomas, or transcripts, as a result of unpaid fees.

The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53G-8-212 until the student or the student's parent has paid for the damages, but may not withhold a student's records required for student enrollment or placement in a subsequent school.

A reasonable charge may be imposed by the School to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. No charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Consistent with Utah Code § 53G-6-604, the School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

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Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

### **Fee Refunds**

Student fees are non-refundable.

### **Budgeting and Spending Revenue Collected Through Fees**

The School will follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.

Beginning with the 2020-2021 school year, the School will establish a spend plan for the revenue collected from each fee charged. The spend plan will (a) provide students, parents, and employees transparency by identifying a fee's funding uses; (b) identify the needs of the activity, course, or program for the fee being charged and include a list or description of the anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

### **School Fee Collections & Accounting Procedures**

It is the responsibility of the Executive Director to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

Money may only be collected by staff authorized by the Executive Director. Students may not collect fees.

Beginning in the 2020-21 school year, the School may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers. However, the School may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.

### **Fee Waiver Provisions**

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School

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provides fee waivers or other provisions in lieu of a fee. Fee waivers or other provisions in lieu of a fee payment will be available to any student whose parent cannot pay a fee. All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

### **Fee Waiver Administration**

The Executive Director will administer this policy and will review and grant fee waiver requests. The process for obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

### **Fee Waiver Eligibility**

A student is eligible for a fee waiver if the School receives verification that:

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the School may require the student's family to provide the School an electronic copy or screenshot of the student's family's eligibility determination or eligibility status covering the period for which the fee waiver is sought from the Utah Department of Workforce Services;
- (d) The student is in foster care through the Division of Child and Family Services or is in state care. If a student is in state care or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department; or

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- (e) The student qualifies for McKinney-Vento Homeless Assistance Act assistance. If a student qualifies for McKinney-Vento, verification is obtained through the School's McKinney-Vento liaison.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

The School will not subject a family to unreasonable demands for re-qualification.

The School may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the foregoing provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

The School may retroactively waive fees if eligibility can be determined to exist before the date of the fee waiver application.

### **Fee Waiver Approval Process**

The Executive Director will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School's website and in registration materials each year.

The Executive Director will review fee waiver applications within five (5) school days of receipt. If the School denies a request for a fee waiver, the School will provide the decision to deny a waiver in writing and will provide notice of the procedure for appeal in the form approved by the Utah State Board of Education.

Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for a waiver is being determined or during the time a denial of waiver is being appealed.

Each year the School will maintain documentation regarding the number of School students who were given fee waivers, the number of School students who worked in lieu of fee waivers, the number of School students who were denied fee waivers, the total dollar value of student fees waived by the School, and the total dollar amount of all fees charged to students at the School, as this information may be requested by the Utah State Board of Education as part of its monitoring of the School's school fees practices.

The School shall also submit school fee revenue information in the Utah Public Education Financial System as provided in R277-113.

### **Appeal Process**

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Denial of eligibility for a waiver may be appealed in writing to the Executive Director within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Executive Director to discuss the parent's concerns. If, after meeting with the Executive Director, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

### **Alternatives to Fees and Fee Waivers**

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Executive Director will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensure that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

A student who performs service may not be treated differently than other students who pay a fee.

The service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

The School will transfer the student's service credit to another LEA upon request of the student.

The School may make an installment payment plan available for the payment of a fee. Such a payment plan may not be required in lieu of a fee waiver.

The School may provide optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees as provided in R277-408.

### **Annual Review, Approval, and Training**

The Board will review and approve this policy annually.

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The School will develop a plan for at least annual training of School employees on fee-related policies specific to each employee's job functions.

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## 2026-2027 ELA Land Trust Plan

**Allocated Amount for the 2025-2026 School Year: \$195,267.66**

**Proposed amount spent on Salaries: \$195,267.66**

At Early Light Academy, we are committed to fostering a Culture of Learning through the structured, sustainable implementation of tiered instruction designed to meet the needs of all of our learners. This focus on differentiation and learner engagement continues to guide our efforts as we develop a Personalized Competency Based Learning framework. This model provides a clear path for making instruction more personalized and effective, supporting student agency and engagement while helping all learners progress toward grade-level proficiency. The most valuable support for our students comes from our classroom educators and the paraprofessionals who provide tiered instruction.

Aligned with our school's Strategic Goals, our Action Plan is to:

1. Reevaluate support systems to ensure equitable, inclusive, and engaging instruction.
2. Ensure funding for salaries for Paraprofessionals who provide tiered instruction.

**Proposed Land Trust Goal:** Increase student proficiency in Language Arts on end-of-year RISE assessments by at least 1% annually across all grade levels over the next three years:

- Language Arts

**Proposed Expenditures for Salaries:** We will hire elementary grade level Literacy paraprofessionals and possible ELL support personnel (depending on the number of ELL students who qualify for services next school year) - This will ensure continuous funding for the critical services our Literacy Paraprofessionals provide, especially given the current tenuous nature of federal funding for programs such as Title I.

Land trust money will be used for personnel salaries who assist with small group reading and ELL instruction. These instructional assistants help us ensure equitable, inclusive, and engaging instruction, providing what each student needs to become a successful, proficient reader. We have found that our students, especially those in the upper grades, make great progress throughout the year by participating in the Multi-Tiered System of supports. This allows them to reach the overall goals of proficiency in end-of-year RISE assessments across all grade levels.

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## DIRECTOR'S REPORT

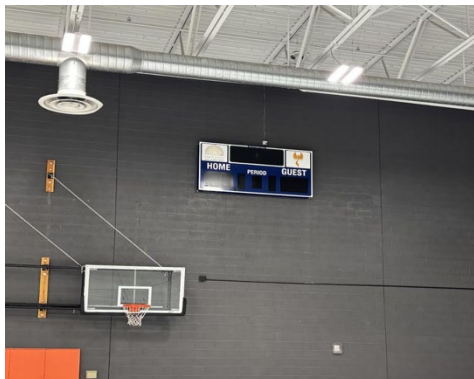
### March 18, 2025

*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.*

**ELA will empower students to become lifelong learners and inspiring leaders who know their actions today impact our tomorrows.**

### **Highlights**

- Open House - We had over 250 people attend. 89% of those in attendance were prospective students or students newly enrolled for next year! We had a lot of good feedback. Several employees were told that everyone is so friendly and helpful at the school. SMAC kids gave tours to parents and prospective students in the JH and the new families LOVED that!
- School Shenanigans - We have formed a new committee to keep things fun around here and help people make connections with other employees.
- New scoreboard installed in the gym last week!



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- 9th Grade Etiquette Dinner - A successful night of dinner and dancing for our 9th grade students as they prepare for the Capstone trip and Promotion.

**Reports**

- Enrollment Projection for 26-27

**Early Light Academy** ▼ 2026 2027  ✉ School

Enrollment	Status	Race	Sex	Advisors	+ Registered <b>70</b>						+ Enroll	
Grade:		K	1	2	3	4	5	6	7	8	9	Total
Future		102	120	117	110	113	113	117	107	105	98	1102
Effective 8/18/2026												

- [School Report Card](#) - Anna Lynn (Assessment Director)
- [Gifted and Talented Plan](#)
- Student Walkout and Protest Procedures

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# ELA School Report Card

03.18.2026

# Achievement Data Comparison



## ACHIEVEMENT

English Language Arts	50.2%
Mathematics	54.5%
Science	59.1%

2024-2025

**37 % of our report card is based on PROFICIENCY.**  
PROFICIENCY - How a student scores relative to an established standard on a statewide assessment.



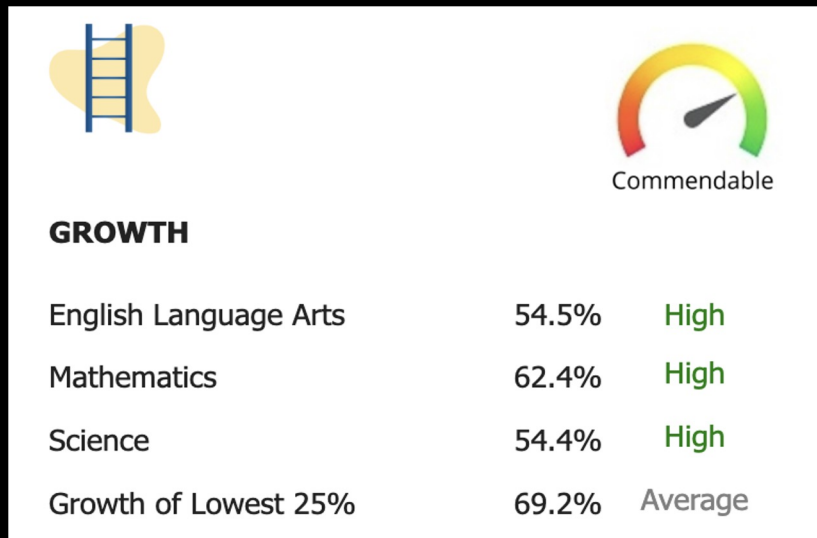
## ACHIEVEMENT

English Language Arts	48.7%
Mathematics	46.7%
Science	55.3%

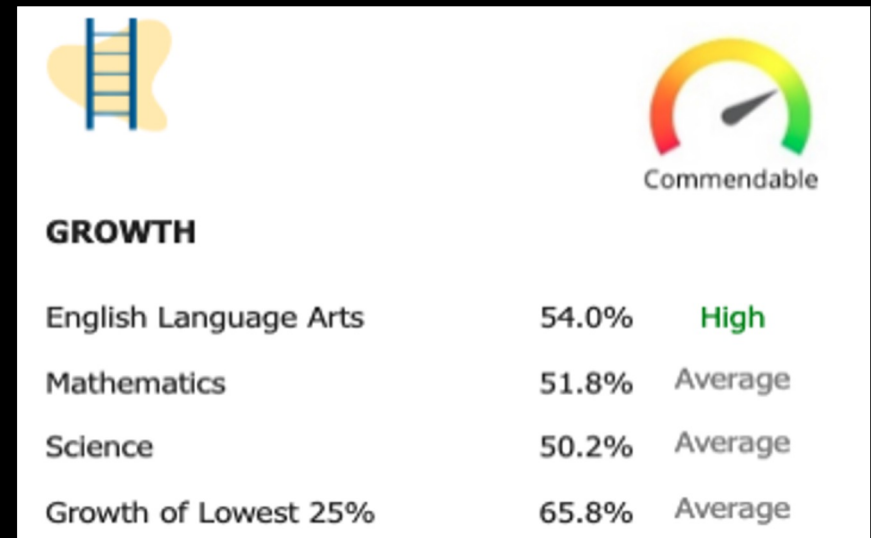
2023-2024

Points are awarded in proportion to the percentage of students who scored proficient or above on a statewide assessment.

# Growth Data Comparison



2024-2025



2023-2024

**37 % of our report card is based on GROWTH.**

**GROWTH** - How much a student's scores improve over the course of a school year.

Points awarded based on:

Whether a student's performance on a statewide assessment is equal to or exceeds the student's academic growth target; or  
How much the student grew compared to other students with similar, prior assessment scores.

# ENGLISH LEARNER PROGRESS



## ENGLISH LEARNER PROGRESS

English Learners' Adequate Progress	51.0%
English Learners Reaching Proficiency	26.5%

2024-2025

**9% of our report card is based on ENGLISH LEARNER PROGRESS.**

Increase from 6% to 8% of total population.



## ENGLISH LEARNER PROGRESS

English Learners' Adequate Progress	35.0%
English Learners Reaching Proficiency	5.0%

2023-2024

English Learner Progress Points are awarded in proportion to the percentage of students making adequate progress on the English Learner Assessment.

# EARLY LITERACY



## EARLY LITERACY

Students Reading on Grade Level	56.8%
Students Making Typical or Better Progress	69.3%

2024-2025

The top number is the percent of students in grades 1-3 that are meeting or exceeding the cut score for their grade level on the end of year Acadience Benchmark assessment (Blue).



## EARLY LITERACY

Students Reading on Grade Level	56.8%
Students Making Typical or Better Progress	76.0%

2023-2024

The Bottom number is the percentage of students in grades 1-3 making typical or better than typical progress on the Acadience Reading Pathways of Progress.

**OTHER FACTORS  
MENTIONED IN THE  
SCHOOL REPORT CARD**

2023-2024 Participation Rate =  
99.4%

2024-2025 Participation Rate =  
98.9%

2023-2024 Consistent Attendance =  
77.6%

2024-2025 Consistent Attendance =  
80.6%

**Self Reported Indicators -**

# Extensive Opportunities for Student Participation

## Highlights Include:

- History-based traditions woven throughout our school year, curriculum and community events, including Culture Night, Day in History, and History Fair.
- GATE, Tanner Dance, Elementary Choir and after-school Orchestra, Beverly Taylor Arts Specialist
- Central Utah Region and State Science and Engineering Fair and Space Simulator
- Physical Education, Library Media, Digital Teaching and Learning
- Golden Gate Movement, NJHS, Phoenix Feed Student Broadcasting, SMAC, Ballroom and enrichment grade-level Experiences: 7th Grade team-building, 8th Grade Snowshoeing, 9th Grade Capstone Experience
- State of the art theater facilities
- A “Superior” rated performance Choir with yearly Choir festival participation
- Participants and State Champions in the UTah Charter League in coed cross country, boys and girls volleyball, boys and girls basketball, and boys and girls soccer.
- Currently, 50% of our graduating class are “Legacy” Students (K-9)

# Enhanced, Individualized Instruction

## Highlights Include:

- a focus on high-quality instruction and differentiation, meeting each student at their individual level.
- Utilizing LMS to look at student data to inform decisions regarding placement and instructional design complimenting the implementation of our school-wide PCBL model of instruction.
- Pull-outs are built into our daily schedule; including math advancement, Tier II and III, Special Education, and EL services.
- A team of Paraprofessionals assist with small group to reinforce concepts
- JH students self monitor their academic progress weekly in their Phoenix advisory classes. Teachers serve as Mentors grades 7-9.
- Advisory teachers send emails to parents weekly to notify of grades D and below
- technology integrated school, using adaptable digital tools to enhance achievement

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## 2025-2026 Gifted and Talented Grant Application Questions

(Early Light Academy's answers are in blue)

**In the previous school year, what goal did you set to increase participation (reduce the participation gap) of your chosen underrepresented student group. Please identify the group and the goal you selected in the previous year. (Example: Our LEA chose to focus on Students Learning English and to raise their participation percentage to 6%.)**

*Our LEA will enhance the integration of the Gifted and Talented program into the regular school day by implementing targeted pull-out groups within our school's MTSS framework designed to meet the unique needs of our accelerated students.*

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What tool(s) did you use in the previous school year as part of your identification process? Please select all that apply.

\*

- Teacher Recommendation
- Acadience Data
- CogAT
- Scores from Standardized Assessments
- Grades
- Parent Recommendation
- Classroom Performance
- Student Interest/Request
- RISE Data
- Formative Assessments
- NWEA
- Growth Data
- Renzulli Matrix

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Describe the strategies your district/charter used to specifically increase participation of underrepresented students in your gifted and talented program (as required in R277-707-). Select all that apply.

- Identify supports for transition from elementary to middle school
- Educate parents through information nights, newsletters, emails, etc.
- Data analysis initiatives focused on better serving targeted student groups
- Creation of marketing/promotional materials for the community
- Increase professional learning opportunities focusing on serving targeted student groups
- Offer tutoring outside of designated class time
- Translate promotional materials to other languages
- Multicultural events
- Shared goals and initiatives across content areas, staff roles, and departments
- Leveraging partners to connect with students
- Remove prerequisites that were formerly required to access GT coursework, as per BR 277-707
- Mentoring for targeted student groups
- Consistent student surveys related to their gifted and talented class experiences
- Aligned our initiatives in Gifted and Talented with our LEA strategic plan and vision

**What strategies did your district/charter use to ensure that all parents had access to information regarding gifted and talented services for their students?**

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*We sent a letter to parents of all 3rd grade students requesting their permission to administer the CoGat test before it was administered. We have placed information on our website about the gifted and talented program and the referral process. We have ensured that this information is translated into relevant languages for English Language Learners, as needed.*

**What services did your district/charter provide for gifted and talented students?**

*SEL support*

*In depth reading pull out groups*

*Technology pull out groups*

*Music pull out groups*

*Simulator pull out groups*

*Field trips*

*Enrichment Activities: STEM Fest, Battle of the Books, Math Club, Math Acceleration Program*

**Describe any professional learning that was provided to your teachers of identified students.**

- *We sent our GT teachers and school leadership to the Gifted and Talented Conference*
- *We have ongoing training on identifying gifted students.*
- *Through our PCBL initiative, the school's focus has been on how to provide differentiated instruction to students ready for extension and enrichment learning. Multiple PD's were provided on this topic.*
- *A GT Committee of teachers and school leaders was created to monitor and advise the program.*

**Do you feel that the strategies described in the preceding questions helped increase participation of your underrepresented student group in your Gifted and Talented program? Did you achieve your goal? Please explain.**

*Enrichment programs such as STEM Fest, Battle of the Books, and Math Club have expanded access to advanced learning opportunities. These activities have encouraged participation from students in the Gifted and Talented program while also attracting a broader and more diverse group of students.*

**Is there anything else you would like to report?**

*Not at this time*

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**What changes will you make to your participation goal from the previous school year? If this is your first year, please describe your initial participation goal.\***

*We are adding an accelerated curriculum which will be implemented the remainder of the year, and in years going forward. We have plans for expanding beyond the pullout groups to after school programs to increase enrichment opportunities. We have reached out to local communities and have plans for guest speakers and increased field trips.*

**What changes will you make to the tools used in the previous school year to identify all potential students (including underrepresented students) for gifted and talented services?**

*We will add our class-level diagnostic tool to better help determine prospective students for testing for the program.*

**What changes will you make to the strategies your district/charter used in the previous school year to specifically increase participation of underrepresented students in your gifted and talented program.**

*As stated in the previous question, we will add a diagnostic with the hopes of casting a wider net to increase the amount of prospective students*

**What changes will you make to the strategies your district/charter used in the previous school year to ensure that all parents have access to information regarding gifted and talented services for their students?**

*No change, we feel that the strategies we used helped us move closer to our goal.*

**What services will your district/charter provide for gifted and talented students in the upcoming school year? Please describe how these services might contribute to increased participation of your underrepresented student group.**

*Our LEA will continue to expand the enrichment programs both during intervention time and after school, as well continue to provide flexible small grouping during interventions, in order to identify and engage students from groups historically underrepresented in the gifted and talented program.*

**Describe any professional learning that your district/charter will provide to your teachers of identified students in the upcoming school year.**

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*We will be sending several GT teachers, as well as any other teacher who is interested, to the Utah Association for Gifted and Talented Children Summer Conference. We will continue to provide school-led professional learning to help teachers better identify students in accelerated learning.*

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**ELA’s ANNUAL GOALS 2025-2026**  
**ELARISE**

Goal Area	Specific Indicators
#1- Own and Share our Story	<ul style="list-style-type: none"> <li>● By April 2026, Early Light Academy will design and install at least one semi-permanent, student-accessible display in each building that highlights key moments, figures, or themes from local, national, or school history—making history visibly integrated into the learning environment across campus.</li> <li>● By December 1, 2025, Early Light Academy will develop and implement a written social media strategy that outlines platform use, content types, posting frequency, and engagement goals in order to increase community awareness, celebrate student learning, and strengthen stakeholder connection—measured by at least a 25% increase in follower engagement by the end of the 2026-2027 school year.</li> <li>● Starting in October 2025, Early Light Academy will provide a minimum of monthly school-wide communications to stakeholders in both English and the second most commonly spoken language among families, ensuring accessible and inclusive engagement throughout the 2025–2026 school year.</li> </ul>
#2- Build Instructional Capacity and Professional Excellence of ELA Educators	<ul style="list-style-type: none"> <li>● By the end of 25-26 school year, ELA will hold two PCBL-centered PD’s</li> <li>● PCBL Implementation: <ul style="list-style-type: none"> <li>○ Teacher clarity for Junior High <ul style="list-style-type: none"> <li>■ By the end of October 2025, all junior high teachers will have a YLP directly aligned to standards</li> <li>■ By the end of October 2025, all junior high teachers will have a standardized aspire template</li> <li>■ By the end of October 2025, a standardized proficiency scale will be established for both core and foundation junior high classes</li> <li>■ By the end of 25-26 school year teachers will have created standards-based proficiency scales for at least 50% of their standards in one content area</li> </ul> </li> <li>○ Teacher clarity for Elementary <ul style="list-style-type: none"> <li>■ By the end of October 2025, teachers will have</li> </ul> </li> </ul> </li> </ul>

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	<p>created grade-level, standards-based year-long plans for language arts</p> <ul style="list-style-type: none"> <li>■ By the end of October 2025, the elementary team will create a grading template in Aspire for K-6</li> <li>■ By the end of the 25-26 school year, elementary teachers across all grades will implement tiered interventions and focus groups during the Language Arts block</li> </ul> <ul style="list-style-type: none"> <li>● Create an Internal Processes Handbook <ul style="list-style-type: none"> <li>○ By Dec 1, 2025, common template(s) to build the Early Light Academy Master Processes Book will be created for use by all personnel</li> <li>○ By the end of the 25-26 school year, all Leadership roles will be articulated with descriptors linked to the roles and responsibilities document</li> </ul> </li> </ul>
#3- Deliver an ELA-branded Education	<ul style="list-style-type: none"> <li>● Create “Journey of a Phoenix” <ul style="list-style-type: none"> <li>○ By the end of the 2025-2026 school year, the PCBL Coalition will present draft components of the “Journey of the Phoenix” framework to the full Early Light Academy staff for structured feedback.</li> </ul> </li> <li>● Acadience Proficiency Rate Goal <ul style="list-style-type: none"> <li>○ By 3rd grade, 70% of ELA students will be reading at grade level.</li> <li>○ 60% of ELA students in grades K–3 will meet or exceed typical or above typical growth targets</li> </ul> </li> <li>● Increase our State Assessment Achievement by 1% over last year in Science, Math and Language Arts RISE scores</li> </ul>
#4- Financial	<ul style="list-style-type: none"> <li>● By June 2026, maintain student enrollment at a minimum of 1,020 students by implementing targeted recruitment and retention strategies</li> <li>● Days COH - end fiscal year at 95 days</li> <li>● Maintain 1.1 or better debt ratio</li> </ul>

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



## **Retention & Advancement Administrative Procedures**

At Early Light Academy, we strive to find appropriate placement for all students to be successful academically, socially, and emotionally. Although it is not common, some students may be recommended for grade level retention or grade level advancement based on data collected by school personnel. Each student's case will be considered individually. We take these decisions very seriously and will collect academic, social, and behavioral data before making a decision with the parent/guardian.

Please note, grade level age requirements are the following:

- Kindergarten: Any student enrolling in kindergarten must be five (5) years old on or before September 1 in the school year for which they are enrolling.
- First Grade: Any student enrolling in 1<sup>st</sup> grade must be six (6) years old on or before September 1 in the school year which they are enrolling.

*If you ~~believe~~ are requesting a review to determine whether your child is a candidate for retention or advancement, please contact Dana Thompson at [dthompson@earlylightacademy.org](mailto:dthompson@earlylightacademy.org).*



# EARLY LIGHT ACADEMY

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## **Student Walkouts & Protests Administrative Procedures**

### **PURPOSE**

The purpose of this procedure is to ensure student safety, maintain appropriate supervision, and minimize disruption to instructional time when students participate in walk-outs, protests, or demonstrations during the school day.

### **General Expectations**

Under state law, school personnel cannot physically restrain students from leaving campus except in very specific situations. Additionally, school staff are not able to leave campus to supervise students during off-campus demonstrations.

### **On-Campus Activities and Materials**

- Protests, demonstrations, or walk-outs may not take place on school grounds if they materially and substantially disrupt classes, school operations, or the rights of other students.
- The school may establish reasonable time, place, and manner restrictions (e.g., prohibiting disruptions in classrooms, assemblies, hallways, or other areas of the school during instruction).
- Protest-related materials that are materially and substantially disruptive (e.g., posters, signs, etc.) are not permitted on school grounds and may not be displayed, carried, distributed, or stored on campus.
- Protests, demonstrations, or walk-outs, and the materials related to them, are permitted if they are not materially and substantially disruptive.

### **Campus Supervision and Safety**

- Students are required to remain on campus and under staff supervision during the school day.
- Leaving campus during the school day without being properly excused by a parent or legal guardian is not permitted.
- The school will not provide supervision for students who leave campus for protests or demonstrations.
- Student safety cannot be ensured once a student leaves campus without proper checkout procedures.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

### **Checkout Procedures**

- Students who wish to leave campus to participate in a walk-out or protest must be checked out in person by an authorized parent or guardian in accordance with the school's standard check-out process.
- Students may not check themselves out or leave campus independently.

### **Attendance and Consequences**

- Students who leave campus without following proper check-out procedures will be marked absent and subject to discipline.
- Missed instructional time resulting from unexcused absences may impact academic progress.

### **Parent and Guardian Responsibility**

Parental involvement plays a critical role in helping students stay safe and make responsible decisions. Once a student is checked out, parents/guardians assume responsibility for supervision. Parents and guardians are encouraged to speak with their students about any planned activities and to ensure that proper checkout procedures are followed.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

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## **Early Light Academy Board Meeting 3.18.26**

February 2026 financials are included, and we are about 67% of the way through the year.

### **Statement of Financial Position**

- \$1.79M is in PTIF account earning approximately 3.8% interest
- Cash is up \$913,144 from February 2025

### **Statement of Activities**

#### *Revenues*

Overall revenue at 67% of budget.

Revenue from Local Sources is trending high compared to the budget due to the timing of the receipt of student fees.

Revenue from State Sources is at 68.3% and trending in line with the budget.

Revenue from Federal Sources consists mostly of reimbursement grants so only 15.1% of federal revenue has been recorded to date. We are anticipating that Early Light will receive approximately \$56,000 for the reimbursement of federal grant expenditures in March, and the remainder to be collected in future months.

#### *Expenditures*

Expenditures are at 62.9% of budget overall.

Business Services, Construction Services, Student Overnight Trips/Field Trips, Property and Liability Insurance, Advertising, General Supplies, Textbooks, Online Curriculum, Interest, and Redemption of Principal are all accounts with balances that are tracking high as a percentage of the budget. These accounts are trending high due to timing because they include planned and budgeted transactions that occur once or infrequently rather than recurring and equally spaced throughout the fiscal year.

The other accounts that are tracking ahead of budget are:

- Group Insurance – 87.7%
  - Tracking high because we generally don't know how many people will be participating in the insurance plan at the time that we prepare the budget.
- Other Professional Services – 70.7%
  - Higher than expected costs for school nurse services, \$3,500 school safety plan that was not included in original budget.
- Technical Services – 95%
  - Higher than expected technical service costs – related to school needs that were discovered after the budget was prepared.

- Water/Sewage
  - Reclassification of water/sewage bills that were budgeted in the Utilities account.
- Rental of Equipment & Vehicles – 75%
  - Science fair banquet table rentals
- Travel/Per Diem – 105.1%
  - Over budget by \$153 for travel that was not anticipated at time of budget preparation.
- Property – 103.2%
  - Turf was originally budgeted to Repairs & Maintenance Services account but was ultimately coded to the property account, Land Improvements, instead.
  - Safety grant purchases that were not included in the original budget but are being reimbursed
  - Firewall, phone system not in original budget, but approved by board after budget had been prepared

**Early Light Academy**  
**Statement of Financial Position**  
**As of February 28, 2026**

	Period Ending <u>02/28/2026</u>	Period Ending <u>02/28/2025</u>
	Actual	Actual
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash		
Cash		
8111-06F-001 - ELA ZB OP	\$ 2,330,796	\$ 1,463,364
8112-06F-001 - ELA ZB Petty	13,462	42,739
Total Cash	<u>2,344,258</u>	<u>1,506,103</u>
Investments		
8120-06F-001 - PTIF - ELA	1,791,511	1,716,522
Total Investments	<u>1,791,511</u>	<u>1,716,522</u>
Operating Cash	4,135,769	3,222,625
Accounts Receivables	13,247	4,455
Total Current Assets	<u>4,149,016</u>	<u>3,227,080</u>
Restricted Cash	<u>2,267,608</u>	<u>2,223,313</u>
Net Assets		
Fixed Assets	21,438,293	21,196,646
Depreciation	(5,756,748)	(5,178,649)
Total Net Assets	<u>15,681,545</u>	<u>16,017,997</u>
<b>Total Assets &amp; Other Debits</b>	<b><u>\$ 22,098,169</u></b>	<b><u>\$ 21,468,390</u></b>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities	\$ 87,942	\$ 16,819
Long-Term Liabilities	21,426,861	21,795,621
Fund Balance	(712,073)	(1,260,261)
Net Income	1,295,439	916,211
<b>Total Liabilities &amp; Fund Equity</b>	<b><u>\$ 22,098,169</u></b>	<b><u>\$ 21,468,390</u></b>

**Early Light Academy  
Statement of Activities  
7/1/2025 - 2/28/2026**

	Annual 6/30/2026 Budget	Year-to-Date 2/28/2026 Actual	% of Budget
<b>Net Income</b>			
<b>Income</b>			
<b>Revenue From Local Sources</b>	\$ 501,090	\$ 383,422	76.5 %
<b>Revenue From State Sources</b>	12,118,637	8,274,735	68.3 %
<b>Revenue From Federal Sources</b>	356,186	53,885	15.1 %
<b>Total Income</b>	<b>12,975,913</b>	<b>8,712,042</b>	<b>67.1 %</b>
<b>Expenses</b>			
<b>Instruction/Salaries</b>			
0121 - Salaries - Principals and Assistants	435,000	278,355	64.0 %
0131 - Salaries - Teachers	4,236,045	2,305,156	54.4 %
0132 - Salaries - Substitute Teachers	-	13,238	0.0 %
0142 - Salaries - Guidance Personnel	153,486	78,767	51.3 %
0145 - Salaries - Media Personnel - Licensed	-	29,832	0.0 %
0152 - Salaries - Secretarial and Clerical Personnel	201,379	140,754	69.9 %
0161 - Salaries - Teacher Aides and Para-Professionals	1,041,770	532,959	51.2 %
0162 - Salaries - Media Personnel – Non-Licensed	47,080	33,036	70.2 %
<b>Total Instruction/Salaries</b>	<b>6,114,760</b>	<b>3,412,097</b>	<b>55.8 %</b>
<b>Employee Benefits</b>			
0220 - Social Security	535,944	284,015	53.0 %
0230 - Local Retirement	187,300	103,642	55.3 %
0240 - Group Insurance	152,900	134,128	87.7 %
0270 - Industrial Insurance	41,900	18,701	44.6 %
0280 - Unemployment Insurance	95,218	42,970	45.1 %
0290 - Other Employee Benefits	748,325	393,395	52.6 %
<b>Total Employee Benefits</b>	<b>1,761,587</b>	<b>976,851</b>	<b>55.5 %</b>
<b>Purchased Prof &amp; Tech Serv</b>			
0320 - Professional - Educational Services	411,986	229,182	55.6 %
0330 - Professional Employee Training and Development	22,966	8,792	38.3 %
0340 - Other Professional Services	54,019	38,165	70.7 %
0345 - Business Services	476,000	351,897	73.9 %
0350 - Technical Services	116,850	111,013	95.0 %
<b>Total Purchased Professional &amp; Technical Services</b>	<b>1,081,821</b>	<b>739,049</b>	<b>68.3 %</b>
<b>Purchased Property Services</b>			
0410 - Utility Services	40,000	11,068	27.7 %
0411 - Water/Sewage	-	5,188	0.0 %
0422 - Snow Removal Services	25,000	4,232	16.9 %
0423 - Custodial Services	171,850	110,000	64.0 %
0424 - Lawn Care Services	23,000	10,740	46.7 %
0430 - Repairs & Maintenance Services	258,300	61,388	23.8 %
0441 - Rental of Land & Buildings	1,300	1,920	147.7 %
0442 - Rental of Equipment & Vehicles	20,900	15,679	75.0 %
0450 - Construction Services	40,000	31,093	77.7 %
0490 - Other Purchased Property Services	10,000	1,032	10.3 %
<b>Total Purchased Property Services</b>	<b>590,350</b>	<b>252,340</b>	<b>42.7 %</b>

**Early Light Academy**  
**Statement of Activities (continued)**  
**7/1/2025 - 2/28/2026**

	<b>Annual 6/30/2026</b>	<b>Year-to-Date 2/28/2026</b>	
	<b>Budget</b>	<b>Actual</b>	<b>% of Budget</b>
<b>Other Purchased Services</b>			
0513 - Student Transportation Services - Commercial	35,430	9,522	26.9 %
0517 - Student Overnight Trips/Field Trips	25,725	19,848	77.2 %
0518 - Student Day Trips/Field Trips (includes Admission Charges)	15,000	2,071	13.8 %
0521 - Property Insurance	75,000	67,365	89.8 %
0522 - Liability Insurance	2,500	1,785	71.4 %
0530 - Communication (Telephone & Other)	14,600	5,301	36.3 %
0540 - Advertising	8,500	7,960	93.6 %
0570 - Food Service Management	425,000	225,648	53.1 %
0580 - Travel/Per Diem	3,000	3,154	105.1 %
<b>Total Other Purchased Services</b>	<b>604,755</b>	<b>342,654</b>	<b>56.7 %</b>
<b>Supplies &amp; Materials</b>			
0610 - General Supplies	170,990	120,489	70.5 %
0610-001 - Furniture and Fixtures (not capitalized)	5,500	6,515	118.4 %
0621 - Natural Gas	42,000	21,168	50.4 %
0622 - Electricity	112,000	61,837	55.2 %
0641 - Textbooks	17,028	10,772	63.3 %
0642 - E-Textbooks / Online Curriculum	109,434	105,464	96.4 %
0644 - Library Books	2,500	1,195	47.8 %
0650 - Supplies - Technology Related	56,639	23,966	42.3 %
0670 - Software	45,807	20,544	44.9 %
0680 - Maintenance Supplies and Materials	42,100	26,950	64.0 %
<b>Total Supplies &amp; Materials</b>	<b>603,998</b>	<b>398,900</b>	<b>66.0 %</b>
<b>Property</b>			
0710 - Land and Site Improvements	-	18,703	0.0 %
0730 - Equipment	50,000	146,555	293.1 %
0733 - Capitalized Furniture and Fixtures	277,000	85,070	30.7 %
0734 - Technology Related Hardware	-	75,362	0.0 %
0736 - Technology Software	-	11,856	0.0 %
<b>Total Property</b>	<b>327,000</b>	<b>337,546</b>	<b>103.2 %</b>
<b>Debt Services &amp; Miscellaneous</b>			
0810 - Dues and Fees	48,327	28,666	59.3 %
0830 - Interest	1,001,738	1,001,738	100.0 %
0840 - Redemption of Principal	390,000	390,000	100.0 %
0890 - Miscellaneous Expenditures	7,500	-	0.0 %
<b>Total Debt Services &amp; Miscellaneous</b>	<b>1,447,565</b>	<b>1,420,404</b>	<b>98.1 %</b>
<b>Total Expenses</b>	<b>12,531,836</b>	<b>7,879,841</b>	<b>62.9 %</b>
<b>Total Net Income</b>	<b>\$ 444,077</b>	<b>\$ 832,201</b>	

## Utah Open & Public Meetings Act Annual Training Materials

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### DEFINITIONS

**Public Policy:** it is the intent of the Open and Public Meetings Act (the “Act”) that public bodies take their actions *and* conduct their deliberations openly.

**“Meeting”** means a gathering:

- 1) of a public body;
- 2) with a “quorum” present; and
- 3) that is convened:
  - a) by an individual:
    - i. with authority to convene a public body; and
    - ii. following the process provided by law for convening the public body; and
  - b) for the express purpose of acting as a public body to:
    - i. receive public comment about a “relevant matter;”
    - ii. deliberate about a relevant matter; or
    - iii. take action upon a relevant matter.

*Electronic Message Transmissions.* The Act does not restrict a board member from transmitting an electronic message to other board members at a time when the board is not convened in a meeting. (Remember, electronic messages are subject to the Government Records Access Management Act and the Act’s definition of a “meeting.”)

A **“Quorum”** means a simple majority of the membership of a public body, unless otherwise defined by applicable law.

**“Relevant matter”** means a matter that is within the scope of authority of a public body.

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

**NOTICE REQUIREMENTS** - Notice of public meetings must be: (i) posted at the anchor location for the meeting or the structure or other area where the meeting will be held; (ii) posted on the Utah Public Notice Website ([www.utah.gov/pmn/](http://www.utah.gov/pmn/)); and (iii) posted on the School's website.

- 1) Notice must be provided no less than 24 hours prior to the meeting.
- 2) Notice must include the meeting agenda, date, time, and place.
- 3) Annual Notice. If regular meetings are scheduled in advance over the course of a year, the board must give notice at least once each year of its annual schedule (date, time, place).
- 4) Agendas. The agenda must provide reasonable specificity of each topic that will be considered at the board meeting.

*Public Comment.* At the discretion of the board chair, a topic raised by the public can be discussed during the meeting even if it was not included on the agenda. However, the board cannot take final action on a topic unless it was included on a properly noticed agenda.

- 5) Emergency Meetings. If the board holds an “emergency meeting,” as defined by § 52-4-202(5), the notice requirements above do not apply. Emergency meetings are limited to unforeseen circumstances that require immediate consideration, and the best practicable notice is still required.

**ELECTRONIC MEETINGS** - A board can hold an electronic meeting if it has adopted a resolution/rule/ordinance governing the use of electronic meetings (satisfied by adopting Electronic Meetings Policy).

- 1) Electronic Meeting Notice Requirements. In addition to the public notice requirements for a regular meeting, notice for an electronic meeting must also include: (i) written notice at the anchor location (unless no anchor location exists in accordance with the exceptions below); and (ii) 24 hr. minimum notice to board members with a description of how to connect to the meeting.
- 2) Anchor Location Requirements. When holding an electronic meeting, the board must identify an “anchor location” and provide space where members of the public can attend the open portions of the meeting. The anchor location must be in the building/location where the board would normally meet if they were not holding an electronic meeting or another building/location that is reasonably as accessible to the public.
- 3) Exceptions to Anchor Location Requirement.
  - a) No anchor location is required if the board chair determines: (i) that having an anchor location presents a substantial risk to the health or safety of those present or who would

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otherwise be present at the anchor location; or (ii) the location where the board would normally meet has been ordered closed to the public for health or safety reasons. If no anchor location will be made available under this exception, the public notice for the meeting must include a statement of the chair's risk determination, a summary of the facts supporting the determination, and information on how the public may attend the meeting electronically. The determination is valid for 30 days.

- b) No anchor location is required if all board members attend the electronic meeting remotely through electronic means and the board has not received a written request, at least twelve (12) hours before the scheduled meeting time, to provide an anchor location for members of the public to attend in person the open portions of the electronic meeting.

**REQUIRED OPEN MEETING RECORDS** - Written minutes and a recording shall be kept for all open meetings.

1) Written Minutes. Minutes must include the following:

- a) the date, time and place of the meeting;
- b) the names of members present and absent;
- c) the substance of all matters proposed, discussed or decided (or audio link);
- d) a record, by individual member, of each vote taken;
- e) the name of any person who provides comments to the board, as well as a brief summary (or audio link) of their comment; and
- f) any information that a board member asks to be entered in the minutes.

Note: Pending minutes must indicate they are not approved or that they are subject to change until they are approved.

2) Audio Recording. The board must maintain a complete and unedited recording of all open portions of each meeting.

Note: members of the public can record the meeting so long as it does not interfere with the meeting.

3) Public Availability of Records:

- a) *Pending Minutes*: must be made available within a reasonable time after the meeting.
- b) *Approved Minutes & Meeting Materials*: within three (3) business days after

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approving written minutes, the board must: (i) post the approved minutes *and* meeting materials distributed at the meeting to the Public Notice Website; and (ii) make both available at the primary office.

Note: If an individual presents or provides electronic information related to an agenda item, the board shall require a copy to be included in the public record.

- c) *Recording*: within three (3) business days after the meeting, make the audio recording available to the public.

**CLOSED SESSION REQUIREMENTS** - A meeting is open to the public unless closed under §52-4-204, -205, -206.

- 1) A meeting may be closed to the public by a 2/3 majority vote to close.
- 2) Closed Session Voting. No vote can be taken in a closed meeting, except for a vote to end the closed meeting and return to an open meeting (requires a majority vote).
- 3) Permissible Reasons for Closed Session. Discussions regarding: an individual's character, competence, mental health; collective bargaining; pending or imminent litigation; sale/purchase of real property; security personnel, devices or system discussions; investigative proceedings for criminal misconduct; or when acting as the evaluation committee, protest officer, or appeals committee under the procurement code.
- 4) Public Record of Closed Session. The public minutes and recording must include: (i) the reason(s) for holding the closed session; (ii) the location; and (iii) the vote, by name, of all members for or against closing the meeting.
- 5) Closed Session Records:
  - a) *Recording Requirement*. Closed meetings must be recorded in their entirety *unless* the meeting was closed to discuss: (i) the character, professional competence or physical/mental health of an individual; or (ii) to discuss security personnel, devices or systems.

The closed session recording must include: (i) the date, time and place of the closed meeting; (ii) the names of members present and absent; and (iii) the names of all others present in the closed session unless disclosure infringes on the confidentiality purposes of the closed meeting.

Note: if the meeting was not recorded under the exceptions noted above, the board chair/president must sign a sworn statement affirming that the sole purpose for closing the closed meeting was to discuss one of the exempt purposes.

- b) Closed session minutes are optional.

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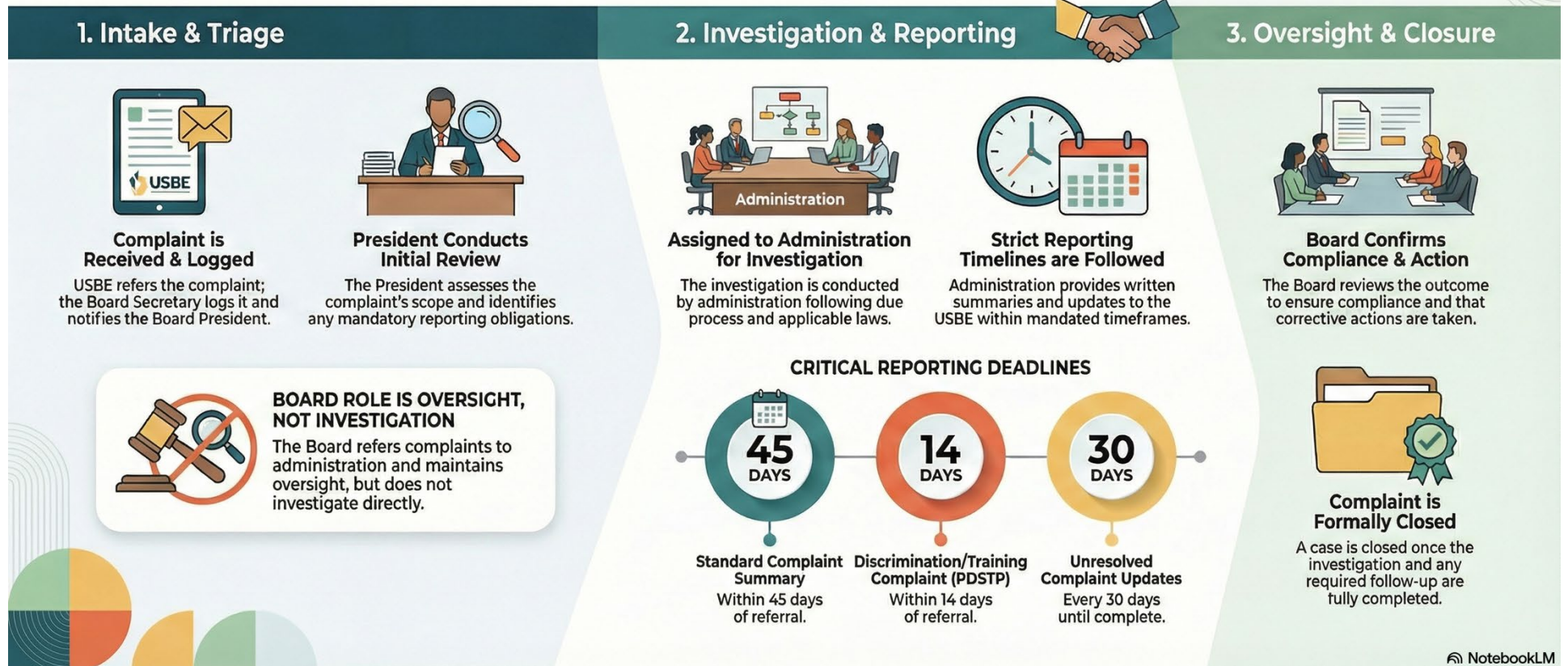
- c) Closed session recordings and minutes are “protected records” under Utah’s Government Records Access Management Act.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

# Board-Level Hotline Complaint Process

A step-by-step procedure for school boards to handle, investigate, and resolve complaints in compliance with state rules.



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# Early Light Academy Electronic Board of Directors Meeting Minutes Friday, February 20, 2026

**Zoom Link:** <https://us02web.zoom.us/j/82726946823?from=addon>

**Meeting ID:** 827 2694 6823

**Mobile:** (669) 900-9128



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

**Excused:** Penny Ramirez,

**Others in Attendance:** Stephanie Schmidt, Erin Winterton, Heidi Bauerle, 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:*** UNDERSTANDING HISTORY SHEDS LIGHT ON OUR FUTURE. OUR ACTIONS TODAY WILL IMPACT OUR TOMORROW.

## MINUTES

### 10:37 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund

There was no PUBLIC COMMENT.

### CONSENT ITEMS

- January 21, 2026 Board Meeting Minutes – 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****Motion passed unanimously.**

### VOTING ITEMS

- Amend PA System Project – Stehanie Schmidt explained that the PA system project, originally approved for \$180,000, needed to be amended to a total of \$240,000 to cover upgrades across the school, including new speakers in the gym and dance room. This project was part of a larger approval of \$465,000 safety grant purchase that needs to be spent by June 30th.

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- Amend Sound Panels Project [Gym and Cafeteria] – Stephanie Schmidt discussed the recent gym sound panels purchase that was approved last month but is now asking the board to consider a \$5,000 increase for the sound panels project to add sound mitigation in the cafeteria. The increase in panels for the cafeteria would bring the total to \$55,000

**Jenn Lund made a motion to approve the following items.**

- ✓ **Approve the amended PA System Project not to exceed \$240,000; and**
- ✓ **Approve the amended Gym Sound Panels Project not to exceed \$55,000.**

**Ashley Leishman 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**

**Motion passed unanimously.**

*Ashley Leishman requested an update on the ballistic glass. Stephanie Schmidt explained that there have been issues with the company providing ballistic glass, including problems with installation and attempts to push for lower-rated glass. She also added that they are still trying to get the downpayment refunded. If the refund is not successful, they plan to proceed with the current work while planning to use a different company for the ballistic glass in the future. Director Schmidt will give a broader update at the board meeting next month.*

## **OTHER BUSINESS ITEMS**

- Calendaring
  - ✓ Next PreBoard Meeting – March 4<sup>th</sup> @ 10:30 a.m.
  - ✓ Next Board Meeting – March 18<sup>th</sup>
  - ✓ NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

**10:49 AM – Jenn Lund made a motion to ADJOURN. 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**

**Motion passed unanimously.**

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



## ELA Board of Directors Meeting Wednesday, March 18, 2026

### Action Item: *2026-2027 School LAND Trust Plan*

#### Issue

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The Board must approve the annual School LAND Trust Plan.

#### Background

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The ELA Board of Directors acts as the School LAND Trust Committee because all its members are parents. The Board (as the committee and Board of Directors) must approve the annual plan and any amendments. The School has been allocated approximately **\$195,267.66** for the 2026-2027 school year.

**Proposed Goal #1:**

Increase student proficiency in Language Arts on end-of-year RISE assessments by at least 1% annually across all grade levels over the next three years:

- Language Arts

**Proposed Expenditures:**

These funds will be used to support the salaries and benefits for K-6 literacy paraprofessionals specifically for ELL students.

**\*\*Total Proposed Expenditures for the 2026-2027 Land Trust Plan: \$195,267.66\*\***

#### Recommendation

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It is recommended that the board approve the 2026-2027 School LAND Trust Plan as presented.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



## **ELA Board of Directors Meeting Wednesday, March 18, 2026**

### **Action Item: *Landscape Projects***

#### **Issue**

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In accordance with the school's purchasing policy, all invoices that exceed \$25,000 must be approved by the Early Light Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period.

#### **Background**

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After doing an assessment with our Landscaping company, we made a plan to move forward with some much needed improvements on our campus. We budgeted around \$55,000 for this project for this current school year. We are requesting that the board approve up to \$55,000 for these improvements. They include the following:

- Flower Beds Near Front Entrance = \$8,700.86
- East Side Sod Installation = \$897.10
- North-Northeast Side of Property along Building = \$9,090.41
- South & Southeast Refresh = \$1,338.63
- Tree Removal & Plant = \$25,665.59
- Westside Planter Bed Improvements = \$5,679.64

#### **Recommendation**

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It is recommended that the board approve the Landscape Projects not to exceed \$55,000.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

## **Beds Near Front Entrance**

Prepared By: Jonathan Pooler

3/13/2026

For: Amy Kawa

Early Light Academy



Date: 03/13/2026

**Early Light Academy**  
11709 S Vadiana Dr  
South Jordan, UT 84009

Contact: Amy Kawa

Phone:

Email: akawa@earlylightacademy.org

Prepared By: Jonathan Pooler

Email: jon@letstalkdirt.com

Phone:

Opportunity Number: 28013

## Enhancements

### Planting

**\$8,175.56**

- **Planting Scope – Performing Arts Entrance**
- **Plant Installation:**
- **Install (2) Musashimo Zelkova Trees, in center of front planter beds.**
- **Surround the Musashinos with grouped plantings of Green Beauty Boxwood shrubs.**
- **Incorporate 1 gallon grasses to provide a complete look of the remaining beds from the entrance to the NW corner of the property.**
- **Mulch Installation:**
- **Apply a uniform layer of chocolate brown mulch throughout all newly planted areas for moisture retention and aesthetics.**

### Irrigation Set up

**\$525.30**

- **Irrigation:**
- **Install a new irrigation system to service all new plant materials, ensuring proper water coverage and long-term health of the landscape.**
- **Water management of newly planted landscape items through 2 week establishment period.**

**PROJECT TOTAL**

**\$8,700.86**

## **Terms and Conditions**

All Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders. This estimate does not include material price increases, or additional labor and materials which may be required should any unforeseen problems arise after the work has started. In the event of an unforeseen increase in the price of fuel, LSI reserves the right to increase prices on contracts upon notification to client.

**Billing and Payment:** Invoices will reflect actual quantities installed. The total payment is due upon receipt of the invoice. A convenience fee may be applied for debit card or credit card payments. A finance charge of 10% will be assessed on account balances after 30 days. A \$25.00 fee will be charged for all returned checks. We reserve the right to discontinue services at any time for any accounts that become past due.

**Warranty:** Landscape Solutions Inc. pricing includes a **one year** warranty on material and labor for irrigation systems, hardscapes, retaining walls, and water features from the date of completion of work performed. Landscape Solutions Inc. will warranty the survival of trees and shrubs that we install for **(30) days** from the date of installation, provided that



www.LetsTalkDirt.com  
Phone: 801-261-1733 ~ Fax: 866-505-8620



## **East Side Sod Installation**

Prepared By: Jonathan Pooler

3/13/2026

For: Amy Kawa

Early Light Academy



Date: 03/13/2026

**Early Light Academy**  
11709 S Vadiana Dr  
South Jordan, UT 84009

Contact: Amy Kawa

Phone:

Email: akawa@earlylightacademy.org

Prepared By: Jonathan Pooler

Email: jon@letstalkdirt.com

Phone:

Opportunity Number: 28016

**Enhancements**

**Landscape Enhancements**

**\$897.10**

**PROJECT TOTAL**

**\$897.10**

**Install sod in areas discussed. Near new sidewalk, adding a few yards of soil to line up with edge of concrete and installing sod on top. Other area is a strip of eroded ground out of a patch near the SE corner inside fenced area.**

**Terms and Conditions**

All Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders. This estimate does not include material price increases, or additional labor and materials which may be required should any unforeseen problems arise after the work has started. In the event of an unforeseen increase in the price of fuel, LSI reserves the right to increase prices on contracts upon notification to client.

**Billing and Payment:** Invoices will reflect actual quantities installed. The total payment is due upon receipt of the invoice. A convenience fee may be applied for debit card or credit card payments. A finance charge of 10% will be assessed on account balances after 30 days. A \$25.00 fee will be charged for all returned checks. We reserve the right to discontinue services at any time for any accounts that become past due.

**Warranty:** Landscape Solutions Inc. pricing includes a **one year** warranty on material and labor for irrigation systems, hardscapes, retaining walls, and water features from the date of completion of work performed. Landscape Solutions Inc. will warranty the survival of trees and shrubs that we install for **(30) days** from the date of installation, provided that payment has been made. This warranty is limited to a one time only replacement of the tree or shrub. An extended warranty is not included with the replacement plant. These warranties do not cover annuals, perennials, bulbs, vegetables, herbs, hanging baskets, roses, groundcover, sod, vines, Sub-Alpine Fir, Corkbark Fir, any member of the Rhododendron family, or any transplanted plant material. Landscape Solutions Inc. shall not be responsible for dead plant material, branch dieback or breakage on your property, damage to hardscape, water feature, irrigation materials, site furnishings or any other items provided and/or performed by Landscape Solutions Inc. caused by abnormal weather, acts of third parties, negligence by customer or others, irrigation and maintenance services managed by customer or others, insects, diseases, normal wear and tear, or unusual phenomenon beyond Landscape Solutions Inc. control. Abnormal weather includes, but is not limited to, wind, hot or cold temperatures, drought, flooding, storms, fire, ground settling or cracking, "Acts of God", exposure to the elements, or changes in climate. After the warranty period has expired, any material, labor or services will be billed at Time and Material rates. Warranty on plant material and planting labor is



## **North- Northeast Along Building**

Prepared By: Jonathan Pooler

3/13/2026

For: Amy Kawa

Early Light Academy



Date: 03/13/2026

**Early Light Academy**  
11709 S Vadiana Dr  
South Jordan, UT 84009

Contact: Amy Kawa

Phone:

Email: akawa@earlylightacademy.org

Prepared By: Jonathan Pooler

Email: jon@letstalkdirt.com

Phone:

Opportunity Number: 28011

**Enhancements**

**Planting**

**\$8,585.11**

•

- **Planting Scope – North Side of Property**

**Plant Installation:**

- **Install (6) Sky Rocket Junipers against white walls on the north side.**
- **Bunch Boxwood shrubs tastefully through out beds as discussed.**
- **Mulch bare areas and this spots throughout the bed.**
- **Transplant existing "Yaro?" to create bunches near the east end of the bed area.**
- **Plant 8 fescue grass in two rows on NE end of planter bed, align with existing shrubs to the right.**

**Irrigation Set up**

**\$505.30**

- **Install Irrigation to new plant material.**
- **Water management of newly planted landscape items through 2 week establishment period.**

**PROJECT TOTAL**

**\$9,090.41**

**Terms and Conditions**

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**Billing and Payment:** Invoices will reflect actual quantities installed. The total payment is due upon receipt of the invoice. A convenience fee may be applied for debit card or credit card payments. A finance charge of 10% will be assessed on account balances after 30 days. A \$25.00 fee will be charged for all returned checks. We reserve the right to discontinue services at any time for any accounts that become past due.

**Warranty:** Landscape Solutions Inc. pricing includes a **one year** warranty on material and labor for irrigation systems, hardscapes, retaining walls, and water features from the date of completion of work performed. Landscape Solutions Inc.

www.LetsTalkDirt.com

Phone: 801-261-1733 ~ Fax: 866-505-8620



## **South & Southeast Refresh**

Prepared By: Jonathan Pooler

3/13/2026

For: Amy Kawa

Early Light Academy



Date: 03/13/2026  
**Early Light Academy**  
11709 S Vadiana Dr  
South Jordan, UT 84009  
Contact: Amy Kawa

Prepared By: Jonathan Pooler  
Email: jon@letstalkdirt.com  
Phone:  
Opportunity Number: 28017

Phone:  
Email: akawa@earlylightacademy.org

**Enhancements**

**Landscape Enhancements**

	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
Mulching Replenish @ 2" depth	2,200.00	sqft	\$0.61	\$1,338.63
				<b>\$1,338.63</b>

**PROJECT TOTAL** **\$1,338.63**

**Terms and Conditions**

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**Warranty:** Landscape Solutions Inc. pricing includes a **one year** warranty on material and labor for irrigation systems, hardscapes, retaining walls, and water features from the date of completion of work performed. Landscape Solutions Inc. will warranty the survival of trees and shrubs that we install for **(30) days** from the date of installation, provided that payment has been made. This warranty is limited to a one time only replacement of the tree or shrub. An extended warranty is not included with the replacement plant. These warranties do not cover annuals, perennials, bulbs, vegetables, herbs, hanging baskets, roses, groundcover, sod, vines, Sub-Alpine Fir, Corkbark Fir, any member of the Rhododendron family, or any transplanted plant material. Landscape Solutions Inc. shall not be responsible for dead plant material, branch dieback or breakage on your property, damage to hardscape, water feature, irrigation materials, site furnishings or any other items provided and/or performed by Landscape Solutions Inc. caused by abnormal weather, acts of third parties, negligence by customer or others, irrigation and maintenance services managed by customer or others, insects, diseases, normal wear and tear, or unusual phenomenon beyond Landscape Solutions Inc. control. Abnormal weather includes, but is not limited to, wind, hot or cold temperatures, drought, flooding, storms, fire, ground settling or cracking, "Acts of God", exposure to the elements, or changes in climate. After the warranty period has expired, any



## **Tree Removal And Plant**

Prepared By: Jonathan Pooler

3/13/2026

For: Amy Kawa

Early Light Academy



Date: 03/13/2026

**Early Light Academy**  
11709 S Vadiana Dr  
South Jordan, UT 84009

Contact: Amy Kawa

Phone:

Email: akawa@earlylightacademy.org

Prepared By: Jonathan Pooler

Email: jon@letstalkdirt.com

Phone:

Opportunity Number: 28008

**Enhancements**

**Planting**

**\$20,980.00**

- Tree Replacement & Park Strip Planting – South Side Parking Lot
- Tree Replacement:
- Remove and replace all missing or dead trees in designated areas.
- Install new trees in the park strip and along the south side of the parking lot.
- Tree Variety & Layout:
- The park strip will be planted with a mix of three tree varieties:
- London Plane
- Amur Maple
- Chinese Elm
- Trees will be evenly spaced and alternated to create variety and consistent canopy coverage.
- Soil & Planting Prep:
- Export existing soil at each planting location as needed.
- Backfill each tree pit with new garden soil and fertilizer tablets to promote healthy establishment.
- Staking:
- All trees will be staked securely to support them until they are fully established.

**Irrigation Set up**

**\$4,275.00**

- Install Irrigation to all new Trees.
- Water management of newly planted landscape items through 2 week establishment period.

**Tree Removal 10 Count**

**\$410.59**

**PROJECT TOTAL**

**\$25,665.59**

**Terms and Conditions**

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## **Westside Planter Bed Improvements**

Prepared By: Jonathan Pooler

3/13/2026

For: Amy Kawa

Early Light Academy



Date: 03/13/2026

**Early Light Academy**  
11709 S Vadiana Dr  
South Jordan, UT 84009

Contact: Amy Kawa

Phone:

Email: akawa@earlylightacademy.org

Prepared By: Jonathan Pooler

Email: jon@letstalkdirt.com

Phone:

Opportunity Number: 28015

**Enhancements**

**Planting**

**\$5,306.11**

- **Planting Scope – West Side of Building**
- **Plant Installation:**
- **Install (4) Slender Silhouette Sweetgum Trees along the west side of the building to provide height and vertical interest.**
- **Surround the Sweetgum trees with groupings of Boxwood shrubs for structure and year-round greenery.**
- **Add clusters of perennial flowers to introduce seasonal color and enhance visual appeal.**

**Irrigation Set up**

**\$373.53**

- **Install Irrigation on new plants.**
- **Water management of newly planted landscape items through 2 week establishment period.**

**PROJECT TOTAL**

**\$5,679.64**

**Terms and Conditions**

All Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders. This estimate does not include material price increases, or additional labor and materials which may be required should any unforeseen problems arise after the work has started. In the event of an unforeseen increase in the price of fuel, LSI reserves the right to increase prices on contracts upon notification to client.

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**Warranty:** Landscape Solutions Inc. pricing includes a **one year** warranty on material and labor for irrigation systems, hardscapes, retaining walls, and water features from the date of completion of work performed. Landscape Solutions Inc. will warranty the survival of trees and shrubs that we install for **(30) days** from the date of installation, provided that payment has been made. This warranty is limited to a one time only replacement of the tree or shrub. An extended warranty is not included with the replacement plant. These warranties do not cover annuals, perennials, bulbs, vegetables, herbs, hanging baskets, roses, groundcover, sod, vines, Sub-Alpine Fir, Corkbark Fir, any member of the Rhododendron



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## **ELA Board of Directors Meeting Wednesday, March 18, 2026**

### **Action Item: *Helpside Professional Employer Agreement***

#### **Issue**

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Every five years the School must renew their Helpside agreement to continue their services and meet procurement regulations.

#### **Background**

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A new Professional Employer Agreement between the school and Helpside is being presented for board approval. Under the Utah Procurement Code, contract terms are generally limited to five years, with limited exceptions. Helpside provides a comprehensive suite of services, including payroll administration, 401(k) benefits, FMLA administration, unemployment support, and workers' compensation coverage. Helpside has consistently delivered high-quality, comprehensive services at competitive rates. The terms of the new agreement are consistent with the expiring agreement.

#### **Recommendation**

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It is recommended that the Board approve the Professional Employer Agreement with Helpside and authorize the Board President to execute the agreement on behalf of the school.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

# Helpside PEO Client Service Agreement

This Client Service Agreement is made as of the Effective Date set forth below by and between Helpside, LLC, located at 395 West 600 North, Linton, Utah 84042 (hereinafter "Helpside" or "PEO") and Early Light Academy, located at 11709 S. Vadania Drive, South Jordan, Utah 84009 (hereinafter "Client"). Helpside and Client are sometimes referred to collectively as the "Parties," and individually as a "Party." Terms and Conditions (Exhibit "A"), the Rate Sheet (Exhibit "B"), and State Addenda (Exhibit "C") accompanying this Client Service Agreement, along with any other addenda, exhibits and/or schedules, are incorporated by reference as if fully set forth herein and are referenced herein collectively as "this Agreement."

1. **Effective Date and Service Commencement Date.** This Agreement will be effective as of the date signed by both Parties ("Effective Date"). The term of the Agreement will commence on the Effective Date and will continue until terminated by either Party pursuant to the Terms and Conditions, set forth in Exhibit "A" ("Term"). The services described herein will commence on March 18, 2026. For avoidance of confusion, Helpside's obligation to provide services with respect to any Covered Employee (as defined below) under this Agreement does not commence until the requirements for a Client's employee to be deemed a Covered Employee, as set forth in Paragraph 2, have been satisfied.
2. **Obligations of Helpside.** Helpside's obligations under this Agreement with respect to Client's employees for whom Helpside has timely received and accepted all onboarding documents required by Helpside, including, without limitation, the Worksite Employee Acknowledgement and W-4, in addition to initial payment according to the appropriate rate set forth in the Rate Sheet (Exhibit "B") of this Agreement (hereinafter "Covered Employee") are as follows:
  - 2.1. **Payroll Administration.** Helpside will process payroll payments for Covered Employees in accordance with applicable law, conditioned upon Client timely and accurately supplying all data and funds necessary for Helpside to perform its payroll processing services.
  - 2.2. **Payroll Taxes and Unemployment Insurance.** To the extent required by law, Helpside will withhold, report, and remit federal, state, and local payroll taxes, including, without limitation, unemployment insurance contributions, for Covered Employees. To the extent requested by Client, Helpside will administer unemployment insurance filings and claims, including opposing unemployment claims when appropriate.
  - 2.3. **Employee Benefits.** As agreed to between Helpside and Client, Helpside will offer certain employee benefits to eligible Covered Employees and their eligible dependents through Helpside-sponsored plans ("Helpside Benefit Plans") and administer such Helpside Benefit Plans in compliance with applicable law and the terms and provisions of the applicable plan documents. The applicable plan documents will control eligibility for benefits and the extent of benefits provided under the Helpside Benefit Plans.
  - 2.4. **Workers' Compensation Insurance.** Unless the Parties have otherwise agreed in writing, as evidenced by execution of an Addendum to this Agreement, Helpside will provide workers' compensation insurance coverage for the Covered Employees and, to the extent agreed to by the Parties, administer claims under such coverage in compliance with applicable law. Client workers who are not timely reported to Helpside pursuant to the terms of Paragraphs 3.1 below, and 5.2 of the Terms & Conditions (Exhibit "A"), and in compliance with Helpside's new-hire onboarding requirements are not Covered Employees and will not be covered by workers' compensation insurance provided through Helpside for any period during which they are not a Covered Employee.
  - 2.5. **Human Resources Consulting Services.** Helpside will provide human resources consulting services as detailed in Paragraph 4.5 of the Terms & Conditions (Exhibit "A").
3. **Obligations of Client.** Client's obligations under this Agreement include the following:
  - 3.1. **Onboarding Process.** Client will comply with Helpside directives regarding the requirements to onboard Covered Employees, including, but not limited to, the requirements set forth in the Terms & Condition. Client will ensure all newly hired employees complete electronic onboarding before the newly hired employee begins work for the Client, except as otherwise required by applicable laws.
  - 3.2. **Payroll Data.** Client will timely and accurately provide all data necessary for Helpside to process payroll for the Covered Employees, including, but not limited to, hours worked, rates of pay, payments owed, and exempt/non-exempt status under applicable wage and hour laws ("Payroll Data"). Payroll Data must be provided to Helpside no later than 9:00 AM Mountain Time two (2) business days before the payroll pay date ("Payroll Deadline"). Payroll Data provided after the Payroll Deadline that the Client would like processed on the regularly scheduled pay date results in a "Late Payroll," meaning Helpside has less time to process payroll and a "Late Payroll" fee will apply, as outlined in the Rate Sheet, attached as Exhibit "B." To ensure accurate calculation of fees and proper withholding, reporting, and remitting of taxes, Client agrees not to pay any wages, salaries, bonuses, or other amounts directly to Covered Employees (outside of Helpside's platform) without obtaining Helpside's prior written consent to do so. Client will immediately forward to Helpside any order or notice of garnishment, involuntary deduction, IRS lien or other legal process received by Client affecting wages paid to Covered Employees and, if requested by Helpside, Client will sign documents necessary to authorize Helpside to act on Client's behalf in responding to such legal process. Client will timely report to Helpside any changes in its workforce, such as employees hired or terminated, and any changes in salary or hourly wages, or other compensation. If Client abandons Helpside's services by reporting a payroll cycle of \$0, pays Covered Employees in violation of the conditions set forth in this Paragraph 3.2, or fails to timely report Client's payroll information for a payroll cycle, it will be deemed a material breach

of the Agreement, and the Agreement may be terminated immediately, as set forth in Paragraph 11.2.1 of the Terms & Conditions.

- 3.3. Notice of Covered Employee Termination and Wage Changes. Client shall provide Helpside with timely advance notice (through Helpside Admin Tools) when it terminates the employment of a Covered Employee. At a minimum, Client will provide Helpside with sufficient notice for Helpside to timely issue the final paycheck to a terminated Covered Employee. Additionally, Client shall provide Helpside sufficient notice of a wage change for any Covered Employee to enable Helpside to properly comply with any applicable wage payment requirements.
- 3.4. All Obligations Not Expressly Included. Client understands, acknowledges, and agrees that Client is solely responsible and liable for any and all obligations, duties, and responsibilities that are not expressly delegated to Helpside under this Agreement.

4. **Fees.**

- 4.1. Administrative Fees. Client will pay Helpside’s administrative fees and charges as detailed in Section 7 of the Terms & Conditions (Exhibit “A”), according to the rates set forth in the Rate Sheet (Exhibit “B”).
- 4.2. Timing and Collection of Amounts Owed. As detailed in the Terms & Conditions, prior to the time that one or more Covered Employees is required to be paid, Client shall pay an amount equal to Gross Payroll (as defined in the Terms & Conditions) plus all other fees and charges associated with that payroll, including, but not limited to: Helpside’s administrative fees (as referenced above in Paragraph 4.1); all gross wages; federal, state, and local taxes and related charges (including, but not limited to, FICA, FUTA, and SUTA); and any other applicable fees and charges attributable to Covered Employees, as invoiced by Helpside. Except as otherwise provided in the applicable Rate Sheet, Helpside may adjust any rates, fees, or charges at any time with thirty 30 days’ advance notice, or without any advance notice in the event of immediate or retroactive changes in payroll tax or insurance rates, changes in insurance requirements or costs, or changes in workers’ compensation insurance codes.
- 4.3. Other Fees. There may be additional fees or charges for services requested by Client if such requested services are not specifically identified in this Agreement, such as for services pertaining to background searches, substance screening fees, applicant tracking system access, learning management system access, and other miscellaneous services.

**THROUGH THE SIGNATURES OF THEIR AUTHORIZED REPRESENTATIVES BELOW, AND IN EXCHANGE FOR MUTUAL AND VALUABLE CONSIDERATION, THE PARTIES HEREBY AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT.**

<b>Helpside:</b>  BY: _____  NAME: _____  TITLE: _____  DATE: _____	<b>Client:</b>  BY: _____  NAME: <u>Jenn Lund</u>  TITLE: <u>ELA Board President</u>  DATE: <u>March 18, 2026</u>
<b>Address for Notices (Par. 14.6 of the Terms &amp; Conditions (Exhibit “A”))</b>	
<b>Helpside:</b>  Street Address: City, State, Zip: Attn: Email:	<b>Client:</b>  Street Address: City, State, Zip: Attn: Email:

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## **ELA Board of Directors Meeting Wednesday, March 18, 2026**

### **Action Item:** *Amending Administration of Medication Policy*

#### **Issue:**

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Amending the School's Administration of Medication Policy.

#### **Background:**

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New legislation added provisions with respect to the storage and administration of glucagon kits in schools. If a school employee becomes trained to administer a glucagon kit to a student in response to a potentially life-threatening condition resulting from abnormally low blood glucose levels, the school may make glucagon kits available to such trained employees. In addition, other legislation renamed "epinephrine auto injectors" to "injectable epinephrine rescue medication." The school's Administration of Medication Policy has been revised to comply with these new laws. Some additional revisions have been made to the emergency administration of medication portion of the policy to bring it into better compliance with applicable law, including the addition of a section on adrenal crisis rescue medication.

#### **Recommendation:**

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It is recommended that the Board approve the Amended Administration of Medication Policy.

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

# Early Light Academy Administration of Medication Policy



EARLY LIGHT  
ACADEMY

## PURPOSE

The purpose of this policy is to authorize personnel of Early Light Academy (the “School”) to administer medication to students consistent with applicable law.

The School’s Board of Directors (the “Board”) acknowledges that medication should typically be administered by a student or the student’s parent or guardian. However, the Board recognizes that situations may arise where the health of a student may require administration of medication during the course of a school day by School personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that School personnel who provide assistance in substantial compliance with a student’s licensed health care provider’s written statement are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of medication. The Board hopes that this policy will help ensure that School personnel act in a prudent and responsible manner in order to protect the health of students and the interests of School personnel.

The Board also desires to set forth policies regarding acceptable self-administration of medication by students.

## POLICY

### Administration of Medication by School Personnel

The School will comply with applicable state and federal laws, including but not limited to Utah Code Ann. § 53G-9-502, regarding the administration of medication to students by School personnel. Accordingly, pursuant to this policy, authorized School personnel may provide assistance in non-emergency situations in the administration of medication to students of the School during periods when the student is under the School’s control.

School personnel may also administer medication to students in emergency situations in accordance with the following:

- (a) Glucagon. Glucagon is an emergency diabetic medication used to raise blood sugar. The School will comply with the requirements of Utah Code Ann. § 53G-9-504 regarding the emergency administration of glucagon to a student ~~in accordance with the statute~~. Accordingly, the School may administer glucagon to a student if: (1) the School ~~has received~~ a glucagon authorization from the parent or guardian of a student with diabetes; ~~and~~ (2) the student is exhibiting the symptoms that warrant the administration of glucagon; (3) ~~any~~ School personnel who have been trained (as described in the statute) in the administration of glucagon are

immediately available to administer the glucagon; and (4) a licensed health care professional is not immediately available. The School may not compel School personnel to become trained in the administration of glucagon nor may it obstruct School personnel from becoming trained in the administration of glucagon.

- (b) Glucagon Kit. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding the emergency administration of a glucagon kit to a student. Accordingly, the School may administer a glucagon kit to a student if: (1) the student has a diagnosis of diabetes by a health care provider; (2) the School has received a glucagon authorization from the parent or guardian of the student; (3) the student is showing symptoms of hypoglycemia (a potentially life-threatening condition resulting from abnormally low blood glucose levels); and (4) a School employee who has become a “qualified adult” as defined in the statute is immediately available to administer the glucagon kit. If the School has a School nurse and the School nurse is immediately available to administer a glucagon kit to a student under the circumstances described above, the School nurse should administer the glucagon kit. If the School does not have a School nurse or the School nurse is not immediately available, another School employee who is a qualified adult may administer the glucagon kit in accordance with the statute. The School may make a glucagon kit available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become a qualified adult from possessing or storing a glucagon kit on School property or administering a glucagon kit to any person in accordance with the statute.
- (c) Injectable Epinephrine ~~Auto-Injector~~ Rescue Medication. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding the emergency administration of an injectable ~~ion~~ epinephrine rescue medication to a student ~~for anaphylactic reactions, in the event any School personnel seeks to become a “qualified adult” under that provision.~~ Accordingly, the School may administer an emergency injectable epinephrine rescue medication to a student if: (1) the student is exhibiting potentially life-threatening symptoms of anaphylaxis; (2) a physician or physician assistant is not immediately available; and (3) a School employee who has become a “qualified adult” as defined in the statute is immediately available to administer the injectable epinephrine rescue medication. The School will make an emergency injectable epinephrine ~~auto-injector~~ rescue medication available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing an emergency injectable epinephrine ~~auto-injector~~ rescue medication on School property or administering an emergency injectable epinephrine ~~auto-injector~~ rescue medication to any person in accordance with the statute.

- (e~~d~~) Seizure Rescue Medication. The School will comply with the requirements of Utah Code Ann. § 53G-9-505 regarding the emergency administration of seizure rescue medication to a student. Accordingly, the School may administer seizure rescue medication to a student ~~in accordance with the statute~~ if: (1) the School has receiveds a seizure rescue authorization from the parent or guardian of the student; ~~and~~ (2) the student is exhibiting a symptom, described on the student’s seizure rescue authorization, that warrants the administration of a seizure rescue medication; (3) a School employee who has become a “trained school employee volunteer” as defined in the statute is immediately available to administer the seizure rescue medication; and (4) a licensed health care professional is not immediately available to administer the seizure rescue medication. The School may not compel a School employee to become a trained school employee volunteer nor may it obstruct a School employee from becoming a trained school employee volunteer.
- (e~~e~~) Opiate Antagonist. In accordance with Utah Code Ann. § 26B-4-509, School personnel may administer an opiate antagonist when acting in good faith to an individual whom the person believes to be experiencing an opiate-related drug overdose.
- (e~~f~~) Stock Albuterol. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding the emergency administration of stock albuterol ~~to a student in response to an asthma emergency, in the event any School personnel seeks to become a “qualified adult” under that provision.~~ Accordingly, the School may administer stock albuterol to a student if: (1) the student has a diagnosis of asthma by a health care provider; (2) the student has a current asthma action plan on file with the School; (3) the student is showing symptoms of an asthma emergency as described in the student’s asthma action plan; and (4) a School employee who has become a “qualified adult” as defined in the statute is immediately available to administer the stock albuterol. If the School has a School nurse and the School nurse is immediately available to administer stock albuterol to a student under the circumstances described above, the School nurse should administer the stock albuterol. If the School does not have a School nurse or the School nurse is not immediately available, another School employee who is a qualified adult may administer the stock albuterol in accordance with the statute. In addition, if a School nurse is not immediately available and a student does not have a current asthma action plan, a School employee who is a qualified adult may administer stock albuterol to the student if the School employee identifies, based on their qualified adult training, that the student is experiencing an asthma emergency. The School may make stock albuterol available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing stock albuterol on School property or administering stock albuterol to any person in accordance with the statute.

(g) Adrenal Crisis Rescue Medication. The School will comply with the requirements of Utah Code Ann. § 53G-9-507 regarding the emergency administration of adrenal crisis rescue medication to a student. Accordingly, the School may administer adrenal crisis rescue medication to a student if: (1) the School has received an adrenal crisis rescue authorization from the parent or guardian of the student; (2) the student exhibits a symptom, described on the student’s adrenal crisis rescue authorization, that warrants the administration of an adrenal crisis rescue medication; (3) a School employee who has become a “trained school employee volunteer” as defined in the statute is available to administer the adrenal crisis rescue medication; and (4) a licensed health care professional is not immediately available to administer the adrenal crisis rescue medication. The School may not compel a School employee to become a trained school employee volunteer nor may it obstruct a School employee from becoming a trained school employee volunteer.

The Executive Director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how administration of medication under this policy will take place.

The Executive Director will consult with the local health department and/or a registered health care professional for assistance in developing procedures and training necessary for effective implementation of this policy. The School’s Executive Director will ensure that School personnel and parents are provided with information about this policy as needed.

#### Self-Administration of Medication by Students

Students may possess and self-administer prescription medication at school in compliance with applicable law. The Executive Director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

Students are not prohibited from possessing and self-administering one day’s dosage of a non-prescription medication where the student’s maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own.

#### Observations and Medical Recommendations by School Personnel

The Executive Director will ensure that appropriate School personnel receive training on the provisions of Utah Code Ann. § 53G-9-203, including but not limited to training regarding medical recommendations by School employees and rules related to School employees communicating information and observations about a student’s health and/or welfare.

School employees who intentionally violate Utah Code Ann. § 53G-9-203 will be subject to discipline up to and including termination.