

**Leadership Learning Academy
Board of Directors Meeting Minutes
Monday, March 16, 2026**



Location: Layton Campus, 100 W 2675 N, Layton, UT, 84041

In Attendance: Terry Capener, David Gray, Chuma Uzoh, Jimmy Sunlight, Deb Hansen (via Zoom),

Others in Attendance: Brandon Fairbanks, Richard Squire, Dawn Kawaguchi, Dawn Benke (via Zoom)

MISSION: Our mission is to provide an educational experience that empowers individuals to become leaders who embody integrity, respect, and resilience and value community. Through our Flight Crews, we foster personal growth, challenge individuals to positively impact the world, and cultivate lifelong learning.

VISION: At **Leadership Learning Academy**, we embrace The Flyer Creed, creating a thriving school community where everyone learns, grows, and serves with compassion and unity.

Minutes

2025-2026 Strategic School Plan

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

5:40 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT. This was the second public comment period for the 2026-2027 School Fee Schedule and Proposed Amended Fee Waiver Policy.

REPORTS

➤ **Administration**

- *State of the School* – Richard Squire reported to the board about the recent school happenings including the administration attending a collective efficacy training; literacy nights at both campus; Kristine Bowman and Shari Smith receiving Science of Reading Leadership awards for the state; meeting and proposing a contract with Strategica Marketing; new marquee at the Ogden campus; current enrollment and enrollment for FY27 in which Ogden is making great strides; review of state assessments from BOY to MOY which LA showed a growth with the exception of

1st and 2nd grade. Math showed growth or stayed even. Richard also informed the board a couple of Public Hotline complaints. There was a discussion on challenges in reading scores, particularly in first and second grades, and the need for additional instructional support at the Layton campus.

➤ **Board of Directors**

- *Financial Review* – Jimmy Sunlight reviewed the finance position for the School as of February 28, 2026, indicating the school is performing in line with budget expectations, with total revenue at 66.7% of the annual budget and strong net income. There are no major concerns, and all areas are where we expected. He explained that professional and technical services exceeded expectations due to higher-than-anticipated substitute costs through Senya, though this service was deemed valuable. The group discussed next year's budget, projecting 850 students, and plans for marketing, particularly targeting Latino communities in Ogden.

BOARD TRAINING

- *SLT Training Assurance* – Terry Capener requested confirmation that all board members had viewed the School LAND Trust training videos email by Dawn K., and each member affirmed completion.
- *Open & Public Meetings Act Training* – Brandon Fairbanks led a training session on the Open and Public Meetings Act, conducted through Slido, where participants answered questions about board meeting procedures and public records.

CONSENT ITEMS

- *January 12, 2026 Board Meeting Minutes* – There was no further discussion. **Deb Hansen made a motion to approve the consent items. David Gray seconded the motion. The votes were as follows:**

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

Motion passed unanimously.

VOTING ITEMS

- *Salad Stations Purchase* – Richard Squire explained that the current salad stations require ice. We would like to purchase two new refrigerated salad stations at an estimated cost of \$34,000. The food service budget currently has a surplus of approximately \$100,000 that must be spent down to remain in compliance with state requirements. Several smaller equipment purchases have already been made for both kitchens, and acquiring these two units will reduce the surplus to roughly \$50,000. The remaining funds are planned for use in support of the Ogden summer program.
- *2026-2027 School LAND Trust Plans [incl. Signature Pages]* – Richard Squire presented the 2026-2027 SLT Trust plans for both campuses. The campus principals worked with their community councils to create goals and budgets which are very similar. The funds will be allocated to support reading and math score improvements. Richard discussed

budgeting strategies, noting that staffing is the most effective way to ensure funds are spent and easily tracked.

- 2026-2027 Fee Schedule – Richard Squire announced that this was the second public comment period and that no fee increases are proposed for next year.
- Strategica Marketing Agency Service Agreement – Richard Squire outlined a proposed marketing agreement with Strategica for \$2,000 per month, which would target both schools starting with Ogden.
- Amend Dress Code Policy – Richard Squire presented proposed amendments to the dress code policy, including allowing 5th grade students to vote on an additional shirt color for their final year.
- Amend Administration of Medication Policy – Brandon Fairbanks reviewed the amended Administration of Medication Policy clarifying that staff acting in good faith with proper training would be protected from liability.
- Amend Fee Waiver Policy – Brandon Fairbanks reviewed the amended Fee Waiver Policy which are changes triggered by the legislative session which include definitions changes and defined new terms. They also extended the annual deadline by which schools must approve their fee schedules for the following school year, changing it from April 1 to June 1.
- Amend Student Conduct & Discipline Policy – Brandon Fairbanks presented the amended Student Conduct and Discipline Policy which was recently amended. However, a few other changes need to be made to the policy, including making updates to the definitions of suspension and expulsion to bring the policy into compliance with USBE rules.
- Helpside Professional Employer Agreement Renewal – Brandon Fairbanks presented the renewal of the Helpside Professional Employer Agreement. This agreement, originally approved five years ago, requires re-approval to maintain compliance, and no changes have been made to its terms. Brandon also reviewed the role of a Professional Employer Organization (PEO), noting that it helps reduce administrative burdens and supports compliance with employment regulations.

David Gray made a motion to approve the following items.

- **Approve the Salad Stations purchase not to exceed \$40,000;**
- **Approve the 2026-2027 School LAND Trust Plans for both the Layton and Ogden Campuses including the signature pages;**
- **Approve the 2026-2027 School Fee Schedule;**
- **Approve the Strategica Marketing Agency Service Agreement and allow the Lead Director to execute the agreement on behalf of the School for the entire LEA as discussed;**
- **Approve the Amended Dress Code Policy;**
- **Approve the Amended Administration of Medication Policy;**
- **Approve the Amended Fee Waiver Policy;**
- **Approve the Amended Student Conduct & Discipline Policy; and**
- **Approve the Professional Employer Agreement with Helpside and authorize the Board President to execute the agreement on behalf of the school.**

Chuma Uzoh seconded the motion. The votes were as follows:

Terry Capener – Aye

David Gray – Aye

Jimmy Sunlight – Aye
Deb Hansen – Aye
Chuma Uzoh – Aye
Motion passed unanimously.

OTHER BUSINESS ITEMS

➤ Calendar Items – ALL

- Next Pre-Board Meeting on April 27th @ 5:30 p.m.
- Next Board Meeting on May 11th Strategic Planning
- NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
- Upcoming School Activities
 - ✓ Layton Campus
 - ★ March 23rd 5-6 p.m. Kindergarten Roundup
 - ✓ Ogden Campus
 - ★ April 22nd 5-6:30 p.m. Kindergarten Roundup

There was no CLOSED SESSION.

6:55 PM – Chuma Uzoh made a motion to ADJOURN. Jimmy Sunlight seconded the motion.

The votes were as follows:

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

Motion passed unanimously.