Early Light Academy
Board of Directors Meeting Minutes
Wednesday, May 20, 2026

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

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

Others in Attendance: Stephanie Schmidt, Heidi Bauerle, Erin Winterton, Caleb Crump, Chelsey Sorensen, Ryan Chavez, Dawn Kawaguchi,

SCHOOL MISSION: THE MISSION OF THE EARLY LIGHT ACADEMY IS TO DELIVER A HIGH-QUALITY EDUCATION WITH A DEEP, RICH AND ENGAGING CURRICULUM UTILIZING EFFECTIVE INSTRUCTIONAL TECHNIQUES AND EMPHASIZING HISTORY, TAKING OUR STUDENTS FROM THE STONE AGE TO THE SPACE AGE, THE INFORMATION AGE AND BEYOND.

SCHOOL VISION: EARLY LIGHT ACADEMY WILL EMPOWER STUDENTS TO BECOME LIFELONG LEARNERS AND INSPIRING LEADERS WHO KNOW THEIR ACTIONS TODAY IMPACT OUR TOMORROW.

WE ARE WHAT HISTORY BOOKS ARE MADE OF!

MINUTES

8:32 AM – INTRODUCTORY ITEMS
- Welcome & Roll Call – Jenn Lund
- Board Mission – Brett Crockett

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

REPORTS
- **Administration**
  - ✓ *Annual Comprehensive Guidance Data Review* – Chelsey Sorensen and Ryan Chavez were present to go over their data project for the year which focused on reducing chronic absenteeism, with elementary schools showing rates of 9% in term one, increasing to 17% in term three, while junior high rates rose from 13% to 25% across the same periods. The presentation included details about various interventions implemented, including individual, classroom, family, and school-level initiatives, with particular attention given to the Junior High Initiative for perfect attendance that began in March. They discussed challenges with student absenteeism, noting that while they decreased the rate by 1%, the overall chronic absenteeism remains at 17% and has been slowly improving over three years. There was a discussion on the "why" students aren't coming to school. *Chelsey Sorenson and Ryan Chavez were excused at 9:06 a.m. Chelsey gave a quick update on the 7th grade movie field trip.*
  - ✓ *Director Report* – Stephanie Schmidt provided updates on recent school activities, including a successful 7th grade field trip to the movie theater and Bee Stadium, and highlighted the progress of capstone trips and end-of-grade productions. She discussed improvements in the school's online presence through a partnership with

Indoor Media and shared updates on the "Journey of a Phoenix" program, which personalizes Utah's Portrait of a Graduate skills. Director Schmidt also announced updates to the Dress Code Administrative Procedures, specifically prohibiting turtlenecks and mock necks, and noted challenges with allowing Crocs, particularly in elementary PE classes due to safety concerns. Director Schmidt discussed updates to the employee handbook, focusing on making consistent language changes and removing outdated information. She explained the implementation of a new streamlined grading system across grades K-9 to align with personalized competency-based learning (PCBL) and high school standards, including the introduction of proficiency scales with color-coded levels. Director Schmidt reviewed updates to the grading system, explaining that grades in K-3 now use a 1-4 system instead of traditional letters and are based on mastery of Utah core teaching standards. She emphasized the ongoing work to develop clear rubrics and communication strategies for both teachers and parents as the district continues to refine the PCBL approach.

- **Board of Directors**
  - ✓ _Financial Update_ – Erin Winterton thanked the School for the opportunity to work with the Board and expressed confidence in leaving the work in Caleb Crump's capable hands. She reminded the Board about the upcoming budget posting and provided financial updates as of April 30, 2026. Erin highlighted a $1 million transfer to the PTIF account and reported that overall revenue had reached 84% of the annual target, with most categories performing as expected. The exception was property expenses, which were at 152% of budget due to unanticipated safety-grant purchases and technology upgrades. She noted that total expenses for the year were at 77% of budget and shared her confidence that no major issues would arise once the audited financials are complete. Overall, the School remains in a strong financial position and expressed confidence that no major surprises would emerge once the audited financials are ready.

CONSENT ITEMS

- _March 18, 2026 Board Meeting Minutes_ – There was no further discussion.
- _Amend Boys' Maturation presenter from Kelly Bird to Ann Henry on May 20th_ – Director Schmidt discussed changes to the maturation program for boys, with Anne taking over from Kelly Bird due to scheduling conflicts this year. **Jenn Lund made a motion to approve the consent items. Ann Khong seconded the motion. The roll call votes were as follows:**

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

  Motion passed unanimously.

VOTING ITEMS

- *Eide Bailly Statement of Work Letter* – Erin Winterton explained that the document previously referred to as the audit engagement letter has been renamed the statement of work letter. She noted that there were no significant changes aside from the addition of a few extra pages. The letter formally authorizes Eide Bailly to conduct the audit and outlines the responsibilities of both the auditors and management.
- *2026-2027 Teacher & Student Success Act Plan* – Director Schmidt presented the Teacher and Student Success Act (TSSA) plan, noting that 6% of funds will be allocated to supplies and materials and 40% to teacher salaries or bonuses. She emphasized the primary goal of increasing student academic growth by 1% in both ELA and math. The third goal—tracking community participation in cultural events—was removed, as the team is focusing the plan on measurable academic outcomes, and cultural engagement is more difficult to quantify.
- *2026-2027 School Fee Schedule* – Director Schmidt presented updates to the school's fee schedule, including increases to sports fees to keep pace with rising program costs and a $125 cap on ballroom participation fees. The schedule now also lists optional activities, such as movie field trips, with fee waivers available for students who qualify. She noted plans to introduce exclusive experience trips for additional grade levels as part of their Capstone launch. Director Schmidt concluded by reviewing the maximum allowable fees for all grades.
- *Amend Fee Waiver Policy* – Director Schmidt reviewed the amended Fee Waiver Policy. These updates are due to changes from HB 344 and R277-407 (which was last revised in December 2025). This new law restricts what types of fees can be charged for fee courses. Schools that have secondary students must provide at least one option for each graduation credit requirement that does not require the payment or waiver of a fee. It also extends the annual deadline by which schools must approve their fee schedules for the following school year, changing it from April 1 to June 1.
- *Les Olson Copier 3-Yr Lease Agreement* – Director Schmidt reported that Les Olson Company (LOC) conducted an audit of the school's copiers and found that three of the machines had each produced over one million copies. As a result, all machines will be replaced, which initiates a new lease agreement. The total monthly payment under the new lease will be more than $40 lower than the current cost. There was a brief discussion on capitalizing this purchase for auditing purposes. *Please note that this is a 5-year lease agreement not 3-year.*
- *Fire Alarm Monitoring System Installation* – Director Schmidt explained that as we have added on to the school and remodeled areas, the fire alarm system has been built out to keep up with standards. The current system is pieced out and the older parts are obsolete. We have been having Apex doing repairs with Firetrol currently monitoring our system. We are now to the point where we require a whole new system upgrade. We have received quotes from both Apex and Firetrol with Apex coming in with a lower bid. This is just for the replacement of the system which will go on next year's budget in hopes that they can do this over the summer.
- *Calcut Consulting Contract* – Director Schmidt reiterated these are all renewals for services and there are slight increases for each. She reminded the Board that we use Calcut Consulting every year for SpEd and school psyche services.

- *Connected2Therapy Agreement* – Director Schmidt stated that we use C2T for our school nurses which we would like to renew.
- *Educational Therapy Professionals (Richard Hagen) Agreement* – Director Schmidt stated that Richard Hagen provides are OT services and would like to continue with them.
- *CommGap Rate Card* – Director Schmidt noted that the new rate card has not yet been received, so the item will be tabled until June. She explained that the service covers hourly language-interpretation support, allowing the school to request an interpreter on demand for quick parent IEP meetings and similar needs.

Jenn Lund made a motion to approve the following items:

- ✓ **Approve the Statement of Work Letter provided by Eide Bailly for the year ending June 30, 2026, and allow the Board President to sign on behalf of the school;**
- ✓ **Approve the 2026-2027 Teacher Student Success Act Plan;**
- ✓ **Approve the 2026-2027 School Fee Schedule;**
- ✓ **Approve the Amended Fee Waiver Policy;**
- ✓ **Approve the Les Olson Company 5-yr Copier Lease as presented;**
- ✓ **Approve the Fire Alarm Monitoring System installation in an amount not to exceed $80,000;**
- ✓ **Approve Calcut Consulting Contract and authorize the Executive Director to sign on behalf of the school;**
- ✓ **Approve the 2026-2027 Connected2Therapy agreement and authorize the Executive Director to sign on behalf of the school;**
- ✓ **Approve Richard Hagen Educational Professionals Occupational Therapy 2026-2027 agreement and authorize the Executive Director to sign on behalf of the school; and**
- ✓ **Table the CommGap rate card.**

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
Penny Ramirez – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- *Calendaring Items* – ALL
  - ✓ Next PreBoard Meeting – June 2nd @ 11:30 a.m.
  - ✓ Annual Board Meeting – June 17th

10:20 AM – Jenn Lund made a motion to enter a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual and/or to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) & (f) in the conference room at ELA. 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
Penny Ramirez – Aye
Motion passed unanimously.

Stephanie Schmidt was excused at 11:09 a.m.

11:31 AM – Jenn Lund made a motion to exit the CLOSED SESSION and ADJOURN. Penny Ramirez 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
Penny Ramirez – Aye
Motion passed unanimously.

Early Light Academy
Board of Directors
Closed Session Statement
Wednesday, May 20, 2026
Location: 11709 S. Vadania Drive, South Jordan, Utah 84009

EARLY LIGHT ACADEMY

CLOSED SESSION SWORN STATEMENT:

> *At a duly noticed public meeting held on the date listed above, the board of directors for EARLY LIGHT ACADEMY entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual and to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(I)(a) and (f) respectively).*

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 20 day of, May 2026, at South Jordan, Utah.

Jenn Lund

Jenn Lund
Board Chair