# Leadership Learning Academy
# Board of Directors Meeting Minutes
# Monday, May 11, 2026

**Location:** AW Services, 290 N. Flint Street, Kaysville, UT 84037

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

**Excused:** Deb Hansen

**Others in Attendance:** Brandon Fairbanks, Richard Squire, Dawn Kawaguchi, Jon McQueary, 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

**4:12 PM – INTRODUCTORY ITEMS**

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

**There was no PUBLIC COMMENT.**

**REPORTS**

- **Board of Directors**
  - *Financial Review* – Jimmy Sunlight presented the finances as of April 30, 2026, showing a strong financial position. Year-to-date revenue totals $10.0 million (82.2% of budget), which is in line with expectations for this point in the fiscal year. Local revenue is ahead of budget at 118%, supported by interest earnings, facility rentals, and miscellaneous income, while state revenue is tracking as expected. Federal revenue is lower at 61.5%, which is consistent with the reimbursement-

based nature of those funds. Expenses remain well controlled at $8.4 million (69.4% of budget), contributing to a favorable year-to-date net income. Salary and benefit costs are below budget due to contract timing and unpaid stipends, while professional and technical services are elevated because of substitute costs and annual commitments such as audit and SPED director expenses. The School's financial position continues to strengthen, with operating cash increasing from $5.3 million to $6.5 million compared with the prior year.

**BOARD TRAINING**

- *Public Education Hotline Training* – We will move this to the June meeting

**CONSENT ITEMS**

- *March 16, 2026 Board Meeting Minutes* – There was no further discussion. **Jimmy Sunlight made a motion to approve the consent items. Chuma Uzoh seconded the motion. The votes were as follows:**
  - **Terry Capener – Aye**
  - **Jimmy Sunlight – Aye**
  - **Chuma Uzoh – Aye**

  **David Gray did not vote as he stepped out of the meeting. Motion passed with a majority vote.**

**VOTING ITEMS**

- *Eide Bailly Statement of Work Letter* – Dawn Benke presented the Statement of Work Letter which is a name change from the audit engagement letter. She explained that the statement of work includes a slight price increase and notes that tax information is no longer included, but a single audit remains a possibility with additional costs. **Chuma Uzoh made a motion to 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. Jimmy Sunlight seconded the motion. The votes were as follows:**
  - **Terry Capener – Aye**
  - **Jimmy Sunlight – Aye**
  - **Chuma Uzoh – Aye**

  **David Gray did not vote as he stepped out of the office. Motion passed with a majority vote.**
- *Amend Dress Code Policy* – Richard Squire informed the board that we approved the Dress Code Policy at the March board meeting. While updating the website, Dawn K. noticed that the content did not match the actual board approved Dress Code Policy, prompting us to amend the policy to ensure consistency. The updates included adding a section on jackets, revising the skirt length requirement to specify that skirts must reach the fingertips or below when arms are at the sides, and adding a new section outlining expectations for Friday Casual Dress Day. **Jimmy Sunlight made a motion to approve the Amended Dress Code Policy. Chuma Uzoh seconded the motion. The votes were as follows:**
  - **Terry Capener – Aye**
  - **Jimmy Sunlight – Aye**
  - **Chuma Uzoh – Aye**

**David Gray did not vote as he stepped out of the office. Motion passed with a majority vote.**

- *Amend Wellness Policy* – Richard Squire reviewed the proposed amendments to Wellness Policy which came about when the Wellness Committee reviewed the policy for their triennial progress assessment to better align with current practices as well as ensure alignment with recent changes in the legislature. **Chuma Uzoh made a motion to approve the Amended Wellness Policy. David Gray seconded the motion. The votes were as follows:**

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

  **Motion passed unanimously.**
- *2026-2027 Teacher Student Success Act Plans* – Richard Squire presented the 2026-2027 TSSA Plan which there were no changes from the current year. He stated that they had to separate the distinction for the teachers and paras because some of the paras are on salary. Richard also mentioned that both campuses have the same plan. **Chuma Uzoh made a motion to approve the 2026-2027 Teacher Student Success Act Plans for both the Layton and Ogden campuses. Jimmy Sunlight seconded the motion. The votes were as follows:**

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

  **Motion passed unanimously.**
- *2026-2027 AW Services SpEd Agreement* – Richard Squire presented the 2026-2027 AW Services Special Education Agreement. He stated that Sarah Houmand provides special education consultation and has been an invaluable resource, particularly in communicating with the state. The administration recommends continuing her contract for next year at $60,000. Richard also reported that Sarah supports both campuses. She attends weekly special education/director meetings at each site, and is on campus two to three times per week, providing significant support to Jamie and the special education team. **Jimmy Sunlight made a motion to approve the AW Services Special Education Services Agreement and allow the Board President to sign on behalf of the school. David Gray seconded the motion. The votes were as follows:**

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

  **Motion passed unanimously.**
- *KnowAtom Science Subscription Renewal* – Richard Squire provided background on the current use of the science curriculum, noting that KnowAtom is currently implemented only in 6th grade at the Ogden campus, while the rest of the LEA uses the SEEd standards which the state has adoped. He presented assessment data demonstrating growth associated with KnowAtom and recommended expanding its use to grades 4–6 in Layton and grades 4–5 in Ogden. Richard also noted that the 6th-grade materials were not included in the

submitted invoices and requested that the total be amended to include them. **David Gray made a motion to approve the KnowAtom Science Curriculum for an amount not to exceed $90,000. Chuma Uzoh seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

- *Lexia Core5 Reading Subscription* – Richard Squire reviewed the renewal of Lexia Core5, the school's Tier 2 reading intervention program, which also supports Tier 1 small-group instruction. The recommended renewal cost for next year is $27,600. He emphasized that Lexia is used consistently with students who are not making expected progress and is one of the state-approved, science-of-reading-aligned interventions considered when evaluating potential special education needs. The data it provides is an important tool in monitoring student reading development and guiding instructional decisions. **Chuma Uzoh made a motion to approve the Lexia Core5 Reading renewal in the amount of $27,600. David Gray seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

*During a brief early break, Terry invited Jon to share his background. He introduced himself as being LLA's new accountant, sharing his background in accounting and financial services. He has been at AW for over seven years now.*

**4:53 PM – David Gray made a motion to take a BREAK. Jimmy Sunlight seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

**5:28 PM – Jimmy Sunlight made a motion to RECONVENE. Chuma Uzoh seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

**STRATEGIC BOARD TRAINING**

- *Celebrations & Challenges* – Richard Squire highlighted a strong focus on strengthening schoolwide culture, instructional quality, and organizational planning across both campuses. Leadership continues to deepen implementation of CREW through monthly directors' meetings, with an emphasis on student service, leadership opportunities, resilience, and collaborative problem-solving. We continue investing in staff development by adding full-time instructional coaches in both Ogden and Layton, with the goal of improving instructional consistency and student outcomes through research-based teaching practices. We have a June planning meeting will also support the development of a retention strategy aligned to recent literacy legislation and related policy requirements. From an operational and fiscal perspective, Richard reported an active plan around enrollment, marketing, and budget discipline. Our new marketing partnership is underway to better understand family perceptions and drive enrollment growth, beginning in Ogden and later expanding to Layton. Leadership is also developing building-level budget frameworks to guide spending on staff recognition, events, and instructional needs in the coming fiscal year. Enrollment projections indicate a slight overall decline at the LEA level for 2026–27, driven by lower projected enrollment in Ogden despite projected growth in Layton, underscoring the importance of targeted recruitment and retention efforts moving forward.

- Present Recommend Board Priorities – Richard presented his recommended board priorities for next year which he would like to keep the same priorities except drill down on exact items that he would like to focus on.
  - ~~✓ **Schoolwide Unity & Collaboration by Implementing the CREW Program**~~
    - ~~✶ Grade level service projects~~
  - ✓ **Teacher, Leader & Staff Development**
    - ✶ Focus on Instructional Coaching
    - ✶ Growth Goals not Achievement goals.
  - ✓ **Fiscal Responsibility**
    - ✶ Provide separate campus budgets for each Principals and ensure they are staying on track
    - ✶ Focus on increased enrollment (Strategica)
  - ✓ **Student Growth & Maintain Literacy Proficiency**
    - ✶ Student engagement

There was a discussion with the board and they would like to remove the Schoolwide Unity priority and just focus on three priorities for next year.

➢ *Team Building* – Brandon Fairbanks led a team-building activity in which the group was divided into three teams, each tasked with constructing a structure using five random items. The team with the tallest structure was declared the winner, with Terry, Jimmy, and David's team coming out on top.

## OTHER BUSINESS ITEMS

➢ *Calendaring Items* – ALL
- Next Pre-Board Meeting on May 26th @ 5:30 p.m.
- Annual Board Meeting June 8th @ AW
- NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
- Rescheduled June 29th Electronic Board Meeting to June 30th at 3 p.m.
- No Upcoming School Activities

**6:36 PM – Jimmy Sunlight made a motion to enter a CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health pursuant to Utah Code 52-4-205(1)(a) at AW Services. Chuma Uzoh seconded the motion. The roll call votes were as follows:**

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

**Motion passed unanimously.**

**7:18 PM – David Gray made a motion to exit the CLOSED SESSION and ADJOURN. Chuma Uzoh seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

# Leadership Learning Academy
# Board of Directors
# Closed Session Statement
# Monday, May 11, 2026

**Location:** AW Services, 290 N. Flint Street, Kaysville, UT 84037

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## CLOSED SESSION SWORN STATEMENT:

*At a duly noticed public meeting held on the date listed above, the board of directors for **LEADERSHIP LEARNING ACADEMY** entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual and/or discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a)&(f).*

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

Signed on the 11th day of MAY, 2026.

**Terry Capener**
Board Chair