Leadership Learning Academy
Annual Board of Directors Meeting
Monday, June 8, 2026

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

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

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

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

2026-2027 Strategic School Plan
Teacher, Leader & Staff Development
Fiscal Responsibility
Student Growth & Maintain Literacy Proficiency

5:38 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

- **Administration**
    - *State of the School* – Richard Squire provided an update on facility improvements, including completed deep cleaning and ongoing maintenance work at both campuses. He discussed preparations for implementing SB 241 early literacy requirements, explaining their developed procedures and retention policy that aims to address reading challenges early through targeted interventions rather than waiting until later grades. Richard reported that both schools are now fully staffed for teaching positions. The team conducted interviews for a new nutrition director position, with Kim expected to make an offer the following day. Richard also announced that Strategica created a new Instagram account for Leadership

Learning Academy-Ogden Campus and reported fluctuating enrollment this time of year but hopeful that the marketing campaign will help increase our numbers. Richard discussed budget allocations for administrative teams. He highlighted significant investments in personnel and emphasized the importance of ensuring effectiveness given the increased spending. Richard also addressed literacy proficiency challenges, particularly in first and second grades in Ogden, and outlined plans to enhance support through increased involvement of instructional coaches with teachers. He mentioned specific actions, such as replacing teachers in third grade, to address performance issues and foster a positive culture. There was a discussion on the School's reading intervention program. Richard emphasized the importance of early intervention to prevent students from falling behind, particularly in kindergarten and first grade, noting that principals support this approach. He also addressed retention policies, explaining that students are considered for retention if they perform below or well below grade level benchmarks, and discussed how factors like age, IEP status, and physiological development impact student performance, particularly for boys.

BOARD TRAINING

- *Review Ethics Policy & Sign Statement of Ethical Behavior** – Jon McQueary reviewed the annual requirement for board members to sign a statement of ethical behavior, emphasizing compliance with Utah law regarding bribery, conflicts of interest, and acceptance of gifts which are stated in the School's Ethics Policy. Jon had each member sign the Statement of Ethical Behavior for the current year.
- *Review Annual Fraud Risk Assessment** – Jon McQueary presented the Fraud Risk Assessment results, noting that the school's risk level remained very low with 375 out of 395 possible points, primarily due to separation of duties controls. He highlighted that while the school doesn't have customer accounts, there are sufficient mitigating controls in place for areas like petty cash management, including low balances and monthly reconciliations reviewed by the accountant. The only area which the school didn't receive any points on is number eight which is a formal internal audit function which isn't required unless you have over 10,000 students. The assessment requires both Richard's and Jimmy's signature for our records that are sent into the state auditor.
- *Annual Policies, Plans & Procedures Training* – Brandon Fairbanks reviewed the annual policies, plans and procedures that are required to be reviewed, amended or re-approved. This year the policies that are required to be reviewed are the Sex Education Instruction Policy. The board was previously emailed the county data that the state provides on teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported in the school (to be emailed by Richard). This data is required to be reviewed in conjunction with the policy. Brandon also stated that the administrative procedure (not the policy itself) requires annual approval of the Sex Ed Instruction Committee which Richard will present the committee membership later in the meeting for board approval. Brandon briefly reviewed the changes to the SHiNE Policy, which will also be voted on later. It clarifies that supplemental pay will be prorated for qualifying teachers who start late or leave early.

- *Review Board Constitution/Evaluation & Board Member Agreement** – Terry Capener reviewed the Board Constitution Evaluation and the Board Member Agreement, confirming that all members had read the documents. Members briefly reflected on key evaluation areas, noting a strong and positive relationship with the lead director and consistent alignment among board members when making decisions. The board affirmed its commitment to maintaining financial stability, acknowledging updates from leadership indicating the school remains in a solid financial position. Responsibilities and expectations for board members were reiterated, including advocacy for the school, effective collaboration, professional conduct, and meeting attendance requirements. Terry passed out the Board Member Agreement to each member and reminded that the Agreement must be signed and returned to Dawn.
- *Review Board Communication Guidelines* – Terry Capener briefly reviewed the section on communication, meeting conduct, and addressing feedback, noting that the expectations and procedures remain consistent with prior years. Members acknowledged that there were no changes or concerns.

CONSENT ITEMS

- *May 11, 2026 Board Meeting Minutes* – There was no further discussion. **Chuma Uzoh made a motion to approve the consent items. Deb Hansen 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

- *Amend 2026-2027 School Calendar* – Richard Squire presented the amended calendar which now aligns with Davis School District's Spring Break and moves the third parent-teacher conferences back a week to coincide with Acadience testing. **Deb Hansen made a motion to approve the Amended 2026-2027 School Calendar. 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.
- *2026-2027 Sex Education Instruction Committee* – Richard Squire presented the composition of the Sex Education Instruction Committee, which will include the lead director, two campus principals, the school nurse, and four parents or guardians. **Chuma Uzoh made a motion to approve the 2026-2027 Sex Ed Instruction Committee as follows: the Lead Director, two campus Principals, School Nurse, four parents/guardians. 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.

- *Amend SHiNE Policy* – Richard Squire reviewed the amended SHiNE Policy which addresses details about prorated payments for new and departing teachers. **Jimmy Sunlight made a motion to approve the Amended Salary Supplement for Highly Needed Educators Program Policy. 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.
- *Ratify Board Member & Terms* – Terry Capener reviewed the board members and their terms with himself renewing his term for another four years. **Chuma Uzoh made a motion to approve Terry Capener with a new 4-year term to expire June 2030 and ratify David Gray and Jimmy Sunlight with a term to expire June 2029, Chuma Uzoh with a term to expire June 2028, and Deb Hansen with a term to expire June 2027. 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.
- *Ratify Board Officers* – Terry Capener reviewed the current board officers and asked if anyone wanted to switch it up. There was no further discussion. **Deb Hansen made a motion to approve the Board officers as presently constituted. 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.

OTHER BUSINESS ITEMS

- *Set 2026-2027 Board Meeting Schedule* – Dawn Kawaguchi reviewed the board meeting schedule. Deb would like to move the August 17th board meeting to August 31st. Dawn will send out calendar invites for these dates.
- *Calendaring Items* – ALL
  - UAPCS Awards Dinner is on June 10th from 6-8 @ Davis Conference Center
  - Richard's AW One-Year Celebration is on Monday, June 15th @ 12 p.m.

- NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
- Electronic Board Meeting on June 30th @ 3 p.m.
- Next Pre-Board Meeting on August 3rd @ 5:30 p.m.
- Next Board Meeting August 31st @ AW 5:30 p.m.

There was no CLOSED SESSION needed.

6:37 PM – Chuma Uzoh made a motion to ADJOURN. 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.