Early Light Academy
Annual Board of Directors Meeting Minutes
Wednesday, June 17, 2026

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

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

Others in Attendance: Stephanie Schmidt, Heidi Bauerle, Caleb Crump, Anna Lynn, Dawn Kawaguchi,

<u>SCHOOL MISSION:</u> 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.

<u>SCHOOL VISION:</u> 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

10:33 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund

There was no PUBLIC COMMENT.

REPORTS

- **Administration**
  - ✓ <u>*Director Report*</u> – Stephanie Schmidt asked Anna Lynn to present a data dive on student performance, focusing on reading and math proficiency in kindergarten through third grade. The team celebrated improvements in literacy scores, particularly moving the proficiency needle forward in first and second grades, with 58% of kindergarten students achieving a year's worth of growth or more. Director Schmidt emphasized that the vision guiding all decisions is helping students become lifelong learners and inspiring leaders, with data being used to determine if initiatives support this goal. Anna Lyn presented the academic performance data which showed significant improvements in kindergarten math proficiency and second-grade literacy and math growth. She celebrated third-grade reading success and implemented targeted interventions to improve literacy and math scores across grades. Anna Lynn also reported a 99% participation rate in testing and positive results across subjects, with a 2-point increase in the overall average ACT predictive score. She moved on to report that the ELL program is producing strong outcomes, with about 10 students on track to graduate and preparing for the WIDA assessment in January, while the school has advanced into the top 25% of Utah public schools based on accountability metrics. Anna Lynn emphasized that grade retention is rarely used, involves parent decision-making, and considers social-emotional impacts. Director Schmidt added that adopting a new curriculum created

temporary performance dips as teachers worked to align it with state standards, but this is part of a longer-term effort to improve instruction. *Anna Lynn was excused at 11*:26 a.m. Director Schmidt highlighted the recent activities including a historic 39 ninth-grade students were legacy students who had attended since kindergarten and announced awards for teacher and support staff of the year. *Heidi noted that Director Schmidt was nomination for a UAPCS Circle of Excellence Award for Director of the Year.* Director Schmidt reviewed enrollment numbers, which stood at 1,086 registered students for the next year against a budgeted 1,020, and outlined the school's four main goal areas for the year including Own and Share our Story, Build Instructional Capacity and Professional Excellence of ELA Educators, Deliver an ELA Branded Education, and Financial Management. Each goal has a Key Performance Indicators (KPI's). She reported that all KPI's were completed with one in process to be completed this summer. Director Schmidt shared details about the development of an internal processes handbook and leadership role documentation, which was requested as part of their accreditation process. She also presented the draft "Journey of a Phoenix" framework, which outlines skills and attributes for students in kindergarten through second grade, aligned with RISE values. The framework includes plans for school-wide RISE time activities and classroom integration, with a goal to build the program down from junior high to kindergarten to improve student retention. Director Schmidt reported that the school exceeded goals in science and language arts assessments and maintained financial targets with 125+ days of cash on hand, though enrollment ended slightly below the 1,020 target at 1,007 students.

12:10 PM – Jenn Lund made a motion to take a BREAK. The roll call votes were as follows:

Jenn Lund – Aye
Brett Crockett – Aye
Ann Khong – Aye
Ashley Leishman – Aye

Penny Ramirez was not present and did not vote. The motion passed with a majority vote.

12:25 PM – Jenn Lund made a motion to RECONVENE. Brett Crockett seconded the motion. The roll call votes were as follows:

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

Motion passed unanimously.

REPORTS (Continued)

- **Administration (Continued)**
  - ✓ <u>*Director Report (Continued)*</u> – Director Schmidt moved on to present her proposed goals for the upcoming year which included expanding community outreach through various platforms, providing monthly communications in multiple languages, and implementing personalized learning through PCBL (Personalized

Competency-Based Learning). The goals also covered building instructional capacity through standards-aligned units incorporating student voice and choice, developing literacy proficiency scales for elementary students, and formalizing professional learning plans. Financial goals were discussed, including maintaining student enrollment at 1,020 and improving the debt service coverage ratio from 1.1 to 1.2, with potential bond refinancing being explored for next year. Director Schmidt reviewed Title IX Athletics Report for the 2025-2026 school year. She also presented the Artificial Intelligence Flight Manual, which was developed in collaboration with state AI leaders and other districts. This playbook/manual is our administrative procedure to the AI Policy. The playbook outlines grade-level access restrictions, with K-2 students having no direct AI usage, third through fifth grade having limited teacher-directed interaction, and sixth through ninth grade having expanded access to approved platforms like Magic School, Canva, and Adobe. The system implements a stoplight approach where assignments default to "red" (no AI use), with specific parameters set by teachers for "yellow" or "green" usage, and follows an 80-20 rule for AI assistance versus human oversight.

BOARD TRAINING

- *Review and Sign Board Member Performance Expectations** – Jenn Lund reviewed the Board Member Performance Expectations. She outlined key expectations including supporting board decisions, participating in committee meetings, and maintaining confidentiality. Jenn passed out a form for each member to sign which were then given to Dawn.
- *Review Ethics Policy & Sign Statement of Ethical Behavior** – Caleb Crump reviewed the Ethics Policy which all employees review and sign their employment agreement. There was a discussion on what would be a conflict of interest. Caleb then passed out the Annual Statement of Ethical Behavior for each board member to sign.
- *Review Annual Fraud Risk Assessment**– Caleb Crump reported on the annual fraud risk assessment which the school scored 375 out of 395 indicating low risk. He reviewed the separation of duties, with only petty cash checks that the Director has access to and is an authorized signer. However, there are mitigating controls because every month our bookkeeper reconciles that account and reviews all transactions. Caleb mentioned that they only area that the school doesn't receive any points is a formal intern audit which is not required because it's not required until you have at least 10,000 students. It also requires both the Director's and Financial Coordinator's signature.

CONSENT ITEMS

- *May 20, 2026 Board Meeting Minutes* – There was no further discussion. **Jenn Lund made a motion to approve the consent items. Ashley Leishman seconded the motion. The roll call votes were as follows:**

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

  Motion passed unanimously.

VOTING ITEMS

- *Final and Proposed Budgets* – Caleb Crump reviewed the FY26 school budget and noted the areas that are being amended including additional projects with the safety grant funds that weren't on the budget. He also reviewed the proposed FY27 school budget noting that the total revenue went down due several discontinuing grants and a 3% employee raise.
- *2026-2027 Sex Education Instruction Committee* – Director Schmidt stated that there are no changes here and the positions are what they have always been for the past few years.
- *Re-Approve Parent & Family Engagement Policy* – There was no further discussion.
- *Amend SHiNE Policy* – Heidi Bauerle reviewed the changes to the SHiNE Policy which addresses details about prorated payments for new and departing teachers. The high needed areas stayed the same.
- *Amend Wellness Policy* – Stephanie Schmidt reviewed the changes to the Wellness Policy which is to add that the school may establish a food pantry to student wellness during the school day and to help students and families experiencing food insecurity. Director Schmidt informed the board that this policy will be reviewed in the fall to update some of the outdated information.
- *Electronic Sign Purchase* – Stephanie Schmidt stated that the next three items are purchases that are budgeted for the next fiscal year. She opened it up for discussion. There were no questions from the board.
- *Technology Purchase* – There was no further discussion.
- *i-Ready Math Curriculum Subscription* – There was no further discussion.
- *Ratify Board Members & Their Terms* – Jenn Lund briefly reviewed the board members current terms with Penny up for a new 4-year term.
- *Ratify Board Officers* – Dawn informed the board that Candice resigned earlier this month. Jenn expressed her appreciation for Candice's service on the board and extended her best wishes to her moving forward. Jenn noted that the secretary position must be filled and that Brett, who currently holds two officer roles, would like another board member to take on the financial coordinator position. Brett has discussed the role with Ann, who is prepared to assume the responsibilities with Caleb's support. Penny will step into the secretary role. Jenn also shared that the board will begin recruiting a new member in the fall, as maintaining five to seven members is required and having an additional member with at least a year of experience provides stability in the event of an unexpected resignation.

Jenn Lund made a motion to approve the following items:

- ✓ **Approve the 2025-2026 Final Amended Budget and approve the proposed 2026-2027 Annual Operating Budget as presented;**
- ✓ **Approve the 2026-2027 Sex Education Instruction Committee Membership with the following positions: the Jr. High Principal, the Elementary Principal, the Health Teacher, the School Nurse and (4) Parent Board Members;**
- ✓ **Re-approve the Parent & Family Engagement Policy;**
- ✓ **Approve the Amended Salary Supplement for Highly Needed Educators Program Policy;**
- ✓ **Approve the Amended Wellness Policy;**
- ✓ **Approve the Electronic Sign Purchase in an amount not to exceed $70,000;**

- ✓ **Approve the Technology Purchase not to exceed $65,000;**
- ✓ **Approve the i-Ready Math Curriculum Subscription not to exceed $32,000;**
- ✓ **Approve Penny Ramierz with a new 4-year term to expire June 2030 and ratify Brett Crockett and Ashley Leishman both with a term to expire June 2029, Ann Khong with a term to expire June 2028, and Jenn Lund with a term to expire June 2027; and**
- ✓ **Approve the Board Officers as follows: Jenn Lund – President, Brett Crockett – Vice President, Ann Khong – Financial Coordinator; and Penny Ramirez – Secretary.**

Ann Khong seconded the motion. The roll call votes were as follows:

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

Motion passed unanimously.

DISCUSSION ITEMS

- *Set 2026-2027 Board Meeting Calendar* – Dawn Kawaguchi reviewed next year's board meeting schedule, noting that it follows the current year's calendar with one adjustment—the winter social has been moved back by one week. She also mentioned the need to secure a quorum for a brief electronic meeting on July 1 to approve an RFP for a food service provider. Dawn will send calendar invitations for all scheduled dates.
- *Calendaring Items*
  - ✓ Electronic Board Meeting on July 1st to approve RFP for Food Service
  - ✓ Proposed Next PreBoard Meeting is on September 2nd @ 10:30 a.m.
  - ✓ Proposed Next Board Meeting is on September 16th

There was no CLOSED SESSION.

1:30 PM – Jenn Lund made a motion to ADJOURN. Penny Ramirez seconded the motion. The roll call votes were as follows:

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

Motion passed unanimously.