Early Light Academy
Electronic Board of Directors Meeting Minutes
Wednesday, July 1, 2026

Zoom Link: https://us02web.zoom.us/j/82327841528?from=addon
Meeting ID: 823 2784 1528
Mobile: (669) 900-9128

EARLY LIGHT ACADEMY

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

Others in Attendance: Stephanie Schmidt, Heidi Bauerle, Caleb Crump, Gabe Clark, 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:__ UNDERSTANDING HISTORY SHEDS LIGHT ON OUR FUTURE. OUR ACTIONS TODAY WILL IMPACT OUR TOMORROW.

MINUTES

8:36 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund

There was no PUBLIC COMMENT.

CONSENT ITEMS

- *June 17, 2026 Annual Board Meeting Minutes* – There was no further discussion. **Jenn Lund made a motion to approve the consent items. Brett Crockett seconded the motion. The roll call votes were as follows:**

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

  Motion passed unanimously.

VOTING ITEMS

- *Award RFP for Food Service Management* – Stephanie Schmidt reviewed voting items, including food service management, block and joint seal project, window replacement, and insurance coverage. Steph explained that the food service management proposal was delayed due to RFP dates and that they decided to stay with their current provider, Lunch Pro. The block and joint seal project and window replacement were identified as necessary maintenance tasks. The CommGap rate card discussion was postponed due to a delay in receiving their rates. Jenn confirmed that the insurance coverage is similar to previous coverage but improved due to joining a group insurance program for AW client schools.

Ann asked about accessing contracts and bids. Steph agreed to share the contracts with the board.

- *Block and Joint Seal Project* – There was no further discussion. See above for discussion.
- *Window Replacement Project* – There was no further discussion. See above for discussion.
- *Insurance Coverage* – There was no further discussion. See above for discussion.
- *CommGap Rate Card* – There was no further discussion. See above for discussion.

Jenn Lund made a motion to approve the following items:

- ✓ **Award the contract on the Request for Proposal for Food Service Management Company to Lunch Pro LLC and authorize Director Schmidt to enter into an agreement with Lunch Pro on behalf of the School conditioned on approval of the state school nutrition department following their procurement review;**
- ✓ **Approve the Block Seal Project in an amount not to exceed $49,000;**
- ✓ **Approve the Window Replacement Project in an amount not to exceed $30,000;**
- ✓ **Approve participation in the group insurance program through Arthur J. Gallagher & Co.; and**
- ✓ **Table the CommGap Rate Card**

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

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

Motion passed unanimously.

OTHER BUSINESS ITEMS

- *Calendaring* – Jenn Lund
  - ✓ Next PreBoard Meeting is on September 2nd @ 10:30 a.m.
  - ✓ Next Board Meeting is on September 16th

8:43 AM – Jenn Lund made a motion to ADJOURN. Brett Crockett seconded the motion. The roll call votes were as follows:

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

Motion passed unanimously.