

**Leadership Learning Academy
Board Meeting Minutes
Monday, March 20, 2023**



Location: Layton Campus, 100 W 2675 N, Layton, UT 84041

In Attendance: Chuma Uzoh (via Zoom), Jimmy Sunlight (via Zoom, 6:03 p.m.), David Gray (via Zoom, 5:53 p.m.), Deb Hansen (via Zoom), Terry Capener (5:46 pm)

Others in Attendance: Dawn Benke (via Zoom), Dawn Kawaguchi, Jared Buckley, Janey Stoddard, Brandon Fairbanks

MISSION: The mission of **Leadership Learning Academy** is to provide a unique, innovative teaching model to help students achieve a high degree of academic success while developing problem solving skills, independent learners, and future leaders in all our students.

VISION: **Leadership Learning Academy** uses an innovative and unique model to challenge our students to be confident and independent learners. Our students will learn to inspire others, achieve high academic success, and become personally accountable for themselves and their education; thus helping to lead our future.

Minutes

2022-2023 Board Priorities

Teacher Development

Continue Growth & Maintain Literacy Proficiency

Schoolwide Unity & Collaboration

5:44 PM – CALL TO ORDER

- Welcome by Chuma Uzoh (Terry Capener)
- Board Mission – Chuma
- School Mission – Deb
- School Vision – Deb

There was no PUBLIC COMMENT.

REPORTS

➤ **Administration**

- *State of the School* – Jared Buckley went over the current goals and the things he has been doing in each area to accomplish the goals. Some of the things he highlighted included teacher/employee development; update on school goals, conversations with teachers, plan to improve goals; schoolwide unity and collaboration; and fiscal responsibilities. Jared also introduced the book “We Are Crew” which he had a committee from each campus read. They are working on the steps in the book. Some of the things they have been working on are identifying

the vision, learning community and school model. The Board would like Jared to discuss this more in May at the strategic planning session. Jared gave an update on 23-24 enrollment including recruitment and advertising. Jared is also looking at changing the lunch program next year. The company he is looking into is LunchPro. Brandon disclosed that LunchPro is a related company to AW. There was also a discussion on extending ETS's contract since the 3-year agreement is coming up for renewal next month. Jared informed the board that he is changing the lawn care services to Above All Landscaping for one year at the Layton campus.

➤ **Board of Directors**

- *Financial Update* – Jimmy Sunlight has met with Dawn B. to review the finances. He reviewed the financials as of February 28, 2023. We are about 67% through the year. Our operating cash is up about \$5k from this time last year. Overall, everything looks good and Dawn B. has been doing a great job keeping us informed.
- *Review Board Calendar* – Terry Capener reviewed the board calendar.

CONSENT ITEMS

- *January 12, 2023 Electronic Board Meeting Minutes* – There was no further discussion. **Deb Hansen made a motion to approve the consent items. David Gray seconded the motion. The votes were as follows:**

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
David Gray – Aye

Motion passed unanimously.

VOTING ITEMS

- *2023-2024 School LAND Trust Plans* – Jared Buckley reviewed the 2023-2024 SLT Plan. We are going to continue to monitor and improve our Acadience scores K-6 from the BOY and EOY by 2% for both campuses. We will use the funds to pay the salary of an instructional coach to support teachers, paraprofessionals while providing reading interventions to target goals in each classroom at each campus. It will also help fund a portion of our core knowledge language arts curriculum (CKLA) in grades K-5 for the LEA. **David Gray made a motion to approve the 2023-2024 School LAND Trust Plans for both the Layton and Ogden Campuses. Jimmy Sunlight seconded the motion. The votes were as follows:**

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
David Gray – Aye

Motion passed unanimously.

- *Layton Campus Upgrade to LED Lighting* – Jared Buckley stated that light system at the Layton campus requires some upgrading to be more efficient. The Ogden campus has already been done. To replace the lighting ballast at the Layton campus would be very

expensive but there is a way we can bypass that. This would allow us to use LED lights which is more efficient. We have received two bids and Butler General is the cheaper of the two. This project will start during spring break. By doing this, we will save money down the road. There was a discussion on if rebates will be received by the school or Butler General. **Jimmy Sunlight made a motion to approve the Layton Campus LED lighting upgrade not to exceed \$40,000. Chuma Uzoh seconded the motion. The votes were as follows:**

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
David Gray – Aye

Motion passed unanimously.

- Layton Campus Replace Main Level Carpet – Jared Buckley stated that we still have our original carpet in at the Layton campus and it is time to replace it. We have received two bids for the carpet and Adams Interior is the cheaper company. We will be doing the main level this year and the second level next year. The second part to this project is the moving of furniture and we have received two bid for that and we will be going with Butler General as the lower bid. There was a discussion on the PTIF funding for capital improvements and ensuring these companies are bonded or have insurance. **Chuma Uzoh made a motion to approve the Layton Campus Carpet Replacement Project not to exceed \$75,000. Deb Hansen seconded the motion. The votes were as follows:**

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
David Gray – Aye

Motion passed unanimously.

- Amplify CKLA/ELA Purchase – Jared Buckley stated that the school has been using Amplify CKLA for the language curriculum which is an online curriculum that includes supplemental consumables. This subscription is for one year. This is for the 23-24 school year but we are ordering it now to ensure that we receive the consumables before school starts in August which is a large freight delivery hence the shipping cost. Please note that the Board approved an 8-year subscription for the 6th grade ELA curriculum. Jared stated that this curriculum is one of the few that aligns with the LETRS program. **Deb Hansen made a motion to approve the Amplify CKLA purchase not to exceed \$75,000. David Gray seconded the motion. The votes were as follows:**

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
David Gray – Aye

Motion passed unanimously.

- LEA-Specific Educator License – Jared Buckley stated that Daniel Blaisdell is a long-term sub at the Ogden campus which requires a license. Tavilyn Bingham is the 4th grade teacher who replaced the new assistant principal at the Layton campus who is doing the APPEL

program. David Gray made a motion to approve the request for an LEA-specific educator license for Tavilyn Bingham and Daniel Blaisdell both for an elementary license and a period of three years. Jimmy Sunlight seconded the motion. The votes were as follows:

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
David Gray – Aye

Motion passed unanimously.

- Proper Use of Public Funds and Assets Policy – Brandon Fairbanks stated that these next policies are to comply the SCSB upcoming policy campaign. He reviewed the Proper Use of Public Funds and Assets Policy. This states what you can and can't do to entice students to come to your school. It also clarifies that student laptops are still part of the school's property.
- Reuse and Disposal of Textbook Policy – Brandon Fairbanks reviewed the Reuse and Disposal of Textbooks Policy. You cannot dispose of textbooks without first notifying all other LEAs in the state of your intent of disposing the textbooks. The administrative procedures go over the requirements in the board rule.
- Selection and Purchase of Instructional Materials Policy – Brandon Fairbanks reviewed the Selection and Purchase of Instructional Materials Policy. This policy explains what instructional materials are as well as provides a list of qualities that instructional materials must possess in order to be used at the School. The School should establish an instructional materials committee to choose curriculum for the School.
- Student Transportation Policy – Brandon Fairbanks reviewed the Student Transportation Policy. The School doesn't have student transportation because the parents drop off and pick up the students. There was a discussion on the optional paragraph regarding a third party driving any students, what the parameters are for this, and if we need to have School's insurance. Brandon will add language regarding the requirements of School's insurance.
- Supervision of Students at School-Sponsored Activities Policy – Brandon Fairbanks reviewed the Supervision of Students at School-Sponsored Activities Policy. The entire board rule is talking about coaches and sporting activities but it does outline a few important thing regarding the school's responsibility of supervision over students after the activity and the responsibility of the parents picking up their student. There was a discussion on if 15 minutes is a reasonable amount of time before the School calls the parent or guardian. **Jimmy Sunlight made a motion to approve the following:**
 - **Approve the Proper Use of Public Funds and Assets Policy**
 - **Approve the Reuse and Disposal of Textbooks Policy**
 - **Approve the Selection and Purchase of Instructional Materials Policy**
 - **Approve the Student Transportation Policy with optional paragraph and added language by Brandon; and**
 - **Approve the Supervision of Students at School-Sponsored Activities Policy.**

Deb Hansen seconded the motion. The votes were as follows:

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye

Deb Hansen – Aye
David Gray – Aye
Motion passed unanimously.

OTHER BUSINESS ITEMS

➤ Calendaring Items – Terry Capener

- Next Pre-Board Meeting – May 1st (Jared will call in since he will be in California for the Disney Leadership trip).
- Next Board Meeting – May 15th @ 4:00 p.m. [Strategic Planning] @ Academica West. Chuma should be in town for this meeting.
- NCSC23 Austin, TX – June 18-21 (Jared, Chuma and Deb are attending)

7:07 PM – David Gray 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) in the library at LLA in Layton, Utah. Jimmy Sunlight seconded the motion. The roll call votes were as follows:

David Gray – Aye
Chuma Uzoh – Aye
Deb Hansen – Aye
Terry Capener – Aye
Jimmy Sunlight – Aye

Motion passed unanimously.

7:24 PM – David Gray made a motion to exit the CLOSED SESSION. Jimmy Sunlight seconded the motion. The votes were as follows:

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
David Gray – Aye

Motion passed unanimously.

Brandon Fairbanks read the added sentence for the Student Transportation Policy. *“The schools Lead Director shall establish the necessary qualifications for such drivers, and ensure the aforementioned qualifications include and meet the requirements, if any, established by the school’s insurance company or other applicable law and other requirements that must be met prior to using private or rental vehicles to transport students.”*

7:26 PM – Chuma Uzoh made a motion to ADJOURN. Deb Hansen seconded the motion. The votes were as follows:

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
David Gray – Aye

Motion passed unanimously.

**Leadership Learning Academy
Board of Directors
Closed Session Statement
Monday, March 20, 2023**

Location: Layton Campus, 100 W 2675 N, Layton, UT 84041



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 in accordance with Utah Code Ann. 52-4-2(1)(a).

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

Signed on the 20th day of March, 2023


Terry Capener
Board Chair