

Leadership Learning Academy

Annual Board Meeting Minutes

Thursday, June 8, 2023

Location: Academica West, 290 N. Flint Street, Kaysville, UT 84037



In Attendance: Terry Capener, Jimmy Sunlight, David Gray, Chuma Uzoh (via Zoom)

Excused: Deb Hansen

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

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

2023-2024 Strategic School Plan

Schoolwide Unity & Collaboration "We Are CREW!"

Teacher & Staff Development

Fiscal Responsibility

Continue Growth & Maintain Literacy Proficiency

6:11 PM – CALL TO ORDER

- Welcome by Terry Capener
- Board Mission – Jimmy
- School Mission – Terry
- School Vision – David

There was no PUBLIC COMMENT. This was the second public comment period for the Amended 2023-2024 School Fee Schedule and the Illustrative Mathematics Curriculum. This was the first public comment period for the KnowAtom Science Curriculum that we will be piloting in Ogden 6th grade next year.

REPORTS

➤ **Administration**

- *State of the School* – Jared Buckley reviewed the current goals and what he has been doing to accomplish those goals in Teacher Development including the staffing information for both campuses; Continued Growth & Maintain Literacy

Proficiency including all scheduled PD for next year; Schoolwide Unity and Collaboration including the recent student activities, finalizing our mission and vision and the creation of the Flyer Creed to explain what our vision encompasses; and Fiscal Responsibility including lottery/enrollment and marketing updates. Jared also informed the Board that the 6th grade leadership trip will be changing. We are still working out the details, but we will go at the beginning of the year. All 6th grade students would attend. We will focus on service projects, team building, and bonding as a group by campus.

➤ **Board of Directors**

- Review Board Calendars – Terry Capener reviewed both the 2022-2023 Board Calendar and the proposed 2023-2024 Board Calendar. Items were discussed and changes were made.

CONSENT ITEMS

➤ May 15, 2023 Board Meeting Minutes – There was no further discussion.

➤ Amended 2023-2024 School Calendar [Ogden Campus] – Jared informed the Board that they needed more time for trainings and Layton already gets out early the first week so we are mirroring Layton. **Jimmy Sunlight 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
David Gray – Aye

Motion passed unanimously.

VOTING ITEMS

➤ Amended 2023-2024 School Fee Schedule – Jared Buckley stated that we have removed the augmented kinder fee and added before and after school program fees. Ogden will have a before and after school program. Layton will have a before school program and continue to use the YMCA for the after-school program. **Chuma Uzoh made a motion to approve the Amended 2023-2024 School Fee Schedule. Jimmy Sunlight seconded the motion. The votes were as follows:**

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

Motion passed unanimously.

➤ Math Curriculum Purchase – Jared Buckley stated that the Illustrative math is a problem-based core curriculum designed to foster learning for all. We will be using it for grades K-6. This curriculum aligns with our rotating stations that we are bringing back. **David Gray made a motion to approve the K-12 Illustrative Mathematics Curriculum purchase not to exceed \$65,000. Chuma Uzoh seconded the motion. The votes were as follows:**

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

Motion passed unanimously.

- 2023-2024 AW Special Education Services Agreement – Jared Buckley stated that AW has been awesome to work with for our Special Education. He was not planning on replacing the SpEd Director hoping that AW would provide a service that will help us. We will still have Jamie to do all our compliance paperwork. This will cover both campuses. This is new so it will depend on the need. If we exceed the hours, it will be negotiated. Dawn asked the Terry to change the recommended motion to say the Board President instead of the Lead Director. **David Gray made a motion to approve the AW Special Education Services Agreement 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

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

David Gray – Aye

Motion passed unanimously.

- Mental Health Screening Determination – Jared Buckley is recommending to not administer the mental health screening next year. Janey Stoddard gave a background on the HB403. There just isn't enough information on what the school is responsible for because educators are not doctors. We also don't know what screener is going to be used. This program has good intentions but there are just too many questions. There was a discussion on what the school is currently doing for signs of students. **Jimmy Sunlight made a motion to approve that Leadership Learning Academy does not administer a mental health screening program during the 2023-2024 school year. David Gray seconded the motion. The votes were as follows:**

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

David Gray – Aye

Motion passed unanimously.

- Teacher & Student Success Program Policy – Janey Stoddard reviewed the Teacher and Student Success Program Policy. The school already is doing this. This is the plan that replaces “No Child Left Behind”. It is only required for multicampus schools.
- Amended Administration of Medication Policy – Janey Stoddard reviewed the amended Administration of Medication Policy. These changes are updates from the last legislative session.
- Re-Approve Wellness Policy – This policy will be tabled until the next meeting. **David Gray made a motion to approve the Teacher and Student Success Program Policy and approve the amended Administration of Medication Policy. Chuma Uzoh seconded the motion. The votes were as follows:**

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

David Gray – Aye

Motion passed unanimously.

- Ratify Board Members and their Terms – Terry reviewed the current terms and stated that we will be renewing Deb for another 4-year term. **Chuma Uzoh made a motion to**

approve the Deb Hansen for a new 4-year term to expire June 2027 and ratify Terry Capener with a term to expire June 2026, David Gray with a term to expire June 2025, Jimmy Sunlight with a term to expire June 2025, and Chuma Uzoh with a term to expire June 2024. Jimmy Sunlight seconded the motion. The votes were as follows:

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

Motion passed unanimously.

- Election of Board Officers – Terry asked if anyone wants to change positions. There was no further discussion or changes recommended. **Jimmy Sunlight made a motion to approve the board officers as presently constituted. Chuma Uzoh seconded the motion. The votes were as follows:**

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

Motion passed unanimously.

ANNUAL BOARD TRAINING

- Review Board Constitution & Evaluation – Terry Capener stated that we are going to table the training until August except for the Annual Fraud Risk Assessment and Statement of Ethical Behavior.
- Review Board Communication Guidelines – There was no further discussion.
- Annual Open & Public Meetings Act Training – There was no further discussion.
- Annual Policies, Plans & Procedures Training – There was no further discussion.
- Annual Fraud Risk Assessment & Statement of Ethical Behavior* – Dawn Benke reviewed the annual fraud risk assessment. The board received points for every item except for number 8. The School does not have a formal internal audit function because it's only required for schools that have over 10k students. The total score is 375/395 which is still very low risk. This form will need to be signed by Jared and Jimmy. Dawn B. also added that the Board should review the Ethics Policy annually and then sign the Commitment to Ethical Behavior. Dawn K. will send both documents out via AdobeSign to the appropriate people. Chuma asked who does the general ledger auditing which is stated in the Fraud Risk Assessment. Dawn B. stated that this is done in the Finance meeting. It is done every month instead of annually.

OTHER BUSINESS ITEMS

- Set 2023-2024 Board Meeting Schedule – Dawn Kawaguchi reviewed the board meeting schedule for the 2023-2024 school year. This schedule follows the same dates as this current year. There may be some adjustments throughout the year. Dawn will send out calendar invites for these meetings.
- Calendaring Items – Terry Capener
 - NCSC23 Austin, TX – June 18-21 (Jared, Chuma and Deb are attending)
 - Electronic Board Meeting – June 26th – This meeting, we will be approving the budgets. Dawn K. stated that she has a conflict for this meeting. She asked the

Board if they wanted to change the dates. If not, she asked that Janey or Dawn B. run the meeting in her place.

- Next Pre-Board Meeting – Proposed August 7th
- Annual Board Meeting – Moved to August 22nd which is a Tuesday.

7:09 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 Academica West. David Gray seconded the motion. The votes were as follows:

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

Motion passed unanimously.

David Gray was excused at 7:15 p.m.

7:25 PM – Jimmy Sunlight made a motion to exit the CLOSED SESSION and ADJOURN. Chuma Uzoh seconded the motion. The votes were as follows:

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

Motion passed unanimously.

Leadership Learning Academy

Board of Directors

Closed Session Statement

Thursday, June 8, 2023

Location: Academica West, 290 N Flint Street, Kaysville, UT 84037



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 8th day of June, 2023

A handwritten signature in black ink that reads "Terry Capener". Below the signature, the name "Terry Capener" is printed in a smaller, black, sans-serif font, followed by "Board Chair" in a smaller, italicized font.