

Early Light Academy Board of Directors Meeting Thursday, December 5, 2019



Location: 11709 S. Vadiana Drive, South Jordan, UT 84095

Board in Attendance: Stephanie Schmidt, Eric Montague, David Bourne, Andrea Johnson, Jenn Lund

Others in Attendance: Kestin Wilkinson, Kim Dohrer, Keiley Bradshaw, Brad Taylor, Platte Nielson, Ken Jeppesen

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.

MINUTES

CALL TO ORDER

- Stephanie Schmidt called the board meeting to order at 8:37 AM.

PUBLIC COMMENT

- **Proposed Fee Waiver Policy and 2020-2021 Fee Schedule**

No public present.

The Board reviewed the proposed Fee Waiver Policy and discussed the proposed fee schedule. The Fee Waiver Policy and Fee Schedule will be available for the public to comment on at the next board meeting.

TRAINING

- **Grievance Policy**

Kim Dohrer provided training on the school Grievance Policy. The Board discussed what constitutes as a written complaint, what the public comment protocol is, and best practices for responding to grievances.

CONSENT ITEMS

- **October 30, 2019 Board Meeting Minutes and Closed Session Affidavit and New Hires**

Kestin Wilkinson reported on a new contract for a current employee. This employee has been working as an intern counselor but has now graduated.

Eric Montague made a motion to approve the October 30, 2019 board meeting minutes and closed session affidavit and new hires; David Bourne seconded. Voting was unanimous and motion passed.

REPORTS

- **Directors Report**

Ms. Wilkinson reported on the state of the school and progress of Administrative goals and priorities. Ms. Wilkinson thanked Platte Nielson and Emily Bejarano from Academica West for their assistance with supplemental kindergarten. The walk-in fridge and freezer are prepped and ready for installation this month.

AUDIT PRESENTATION

- Ken Jeppesen presented the audit report and discussed that there were no issues found in the audit. Mr. Jepsen thanked Early Light Academy and Academica West for being so helpful during the audit process.
- **Financial Report**
Brad Taylor reviewed the financial state of the school. The school is in a great financial position for this point in the school year.
Stephanie Schmidt left the board meeting at 9:57 AM.
Platte Nielson joined the meeting at 10:12 AM.

VOTING ITEMS

- **School Self-Reported Indicators for the Utah Data Gateway**
Ms. Wilkinson presented the self-reported indicators for the Utah Data Gateway to the Board.
David Bourne made a motion to approve the School Self- Reported Indicators for the Utah Data Gateway; Jenn Lund seconded. Motion passed unanimously.
Platte Nielson left the meeting at 10:29 PM.

CLOSED SESSION

- *David Bourne made a motion to enter a closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) to be held in the conference room at Early Light Academy; Jenn Lund seconded. Motion passed unanimously and voting went as follows;*
 - Eric Montague – AYE
 - David Bourne – AYE
 - Andrea Johnson – AYE
 - Jenn Lund – AYEEntered into closed session at 10:29 AM.
Eric Montague left the meeting at 10:45 AM.
Stephanie Schmidt joined the meeting at 10:46 AM
- *David Bourne made a motion to exit the closed session; Andrea Johnson seconded. Motion passed unanimously.*
Exited closed session and entered the open meeting at 11:08 AM.

- **Award Janitorial Services Provider from RFP**

Ms. Wilkinson reviewed the RFP process for the janitorial services provider. The RFP review committee consisted of Stephanie Schmidt, Kestin Wilkinson, and Chase Alder. The cost evaluation committee consisted of Brad Taylor and Platte Nielson. Ms. Schmidt and Ms. Wilkinson recommended that the Board award Advanced Building Care the contract.

David Bourne made a motion to award the janitorial services provider from RFP to Advanced Building Care; Andrea Johnson seconded. Motion passed unanimously.

CALENDARING

- **Board meetings**

- January 23, 2020 at 8:30 AM
- February 27, 2020 at 8:30 AM
- March 26, 2020 at 8:30 AM
- April 23, 2020 at 8:30 AM
- May 28, 2020 at 8:30 AM
- June 18, 2020 at 8:30 AM

- **Board Christmas Dinner**

- Date to be determined.

- **National Charter Schools Conference**

- June 21-24, 2020 Orlando, Florida

ADJOURN

- *David Bourne made a motion to adjourn the board meeting; Andrea Johnson seconded. Motion passed unanimously.*

Board meeting adjourned at 11:44 AM.

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AFFIDAVIT

This Closed Session was held to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(I)(a).