

Early Light Academy Board Meeting Friday, March 27, 2020



Location: This meeting of the board of directors was held via teleconference.
[Allowable Under: Executive Order Suspending the Enforcement of Provisions of Utah Code §§ 52-4-202 and 52-4-207, and Related State Agency Orders, Rules, and Regulations, Due to Infectious Disease COVID-19 Novel Coronavirus]

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

Others in Attendance: Kestin Wilkinson, Kim Dohrer, Brad Taylor, Keiley Bradshaw, Gabe Clark, Jeff Hirst

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 8:44 AM.

BOARD LIABILITY TRAINING

- Gabe Clark and Jeff Hirst provided a board training regarding board vulnerability. Mr. Clark discussed the legal protections in place for volunteer board members. Each year the Human Resource team from Academica West trains the teachers on employee liability protection. The Board worked through example scenarios that they may encounter.

Gabe Clark and Jeff Hirst left the board meeting at 9:07 AM.

CONSENT ITEMS

- **February 27, 2020 Board Meeting Minutes and Closed Session Affidavit and New Hires**

Kestin Wilkinson reviewed the new hires of Taylor Morris, special education paraprofessional and Kara VanWagenen, first-grade teacher. Stephanie Schmidt talked about the need to be creative in attending job fairs and networking during the soft-closures.

David Bourne made a motion to approve the February 27, 2020 board meeting minutes and closed session affidavit and the new hires; Jenn Lund seconded. The motion passed unanimously, and voting went as follows:

- Stephanie Schmidt – AYE
- Eric Montague – AYE

- David Bourne – AYE
- Andrea Johnson – AYE
- Jenn Lund – AYE

REPORTS

- **Directors Report**

Ms. Wilkinson reported on the state of the school. The discussion centered on Administrative goals, marketing, the COVID-19 timeline and events, and the distance learning model. The board thanked Ms. Wilkinson and her team for getting the curriculum set up online in such a short amount of time. Enrollment is strong for next year; both supplemental kindergarten classes are full. The 9th-grade capstone experience has not been postponed or canceled yet, the administration team is keeping an eye on this and will update the board at the next board meeting.

- **Financial Report and Bond Refinancing Update**

David Bourne has reviewed the financial statements. Brad Taylor reviewed the financial state of the school. The school is in a great financial position for this point in the school year. The Board discussed the upcoming process of the bond refinances. A bond company is interested in working with the school on refinancing. Mr. Taylor and Mr. Bourne will work on setting up another meeting with the bond's company this week and update the Board at the next meeting. Stephanie Schmidt thanked Mr. Taylor and Academica West as well as Ms. Wilkinson and Mr. Bourne for their attention to the budget.

VOTING ITEMS

- **Approve 2019-2020 School Calendar Adjustment, Eide Bailly Audit Engagement Letter and Agreed Upon Procedures Letter**

Mr. Taylor informed the board that an RFQ went out for accounting firms to perform the audit for the school. The audit committee felt comfortable in moving forward with Eide Bailly based on price and past experience with the company. Mr. Taylor presented the Eide Bailly Audit engagement letter and agreed upon procedures letter to the board. Ms. Wilkinson discussed the 2019-2020 school calendar adjustment regarding the snow make-up day.

Jenn Lund made a motion to approve the 2019-2020 school calendar adjustment, the Eide Bailly audit engagement letter and the agreed upon procedures letter; David Bourne seconded. The motion passed unanimously, and voting went as follows:

- Stephanie Schmidt – AYE
- Eric Montague – AYE
- David Bourne – AYE
- Andrea Johnson – AYE
- Jenn Lund – AYE

CALENDARING

- Upcoming Board Meetings
 - April 23, 2020
 - May 8, 2020

- UAPCS Conference
 - June 9-10, 2020
- National Charter School Conference
 - June 21-24, 2020

CLOSED SESSION

- *Jenn Lund made a motion to enter into 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 via teleconference; David Bourne seconded. The motion passed unanimously, and voting went as follows:*
 - *Stephanie Schmidt – AYE*
 - *Eric Montague – AYE*
 - *David Bourne – AYE*
 - *Andrea Johnson – AYE*
 - *Jenn Lund – AYE*

The board entered into a closed session at 10:26 AM.

Kestin Wilkinson left the meeting at 10:43 AM.

Stephanie Schmidt was absent from 11:24 AM – 11:41 AM.

ADJOURN

- *David Bourne made a motion to exit the closed session and adjourn the board meeting; Jenn Lund seconded. The motion passed unanimously.*
Board meeting adjourned at 11:43 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(1)(a).


Stephanie Schmidt, President

April 3, 2020
Date