



Early Light Academy  
Annual Board Meeting Minutes  
Friday, June 10, 2016

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

In Attendance: Stephanie Schmidt, Jared Morgan, David Bourne, Andrea Johnson, Eric Montague (9:43am)

Not in Attendance: Reed Chadwick

Others in Attendance: Sydney Young (Director, 8:29am), Chase Alder, Allison Beach, Kim Dohrer, Trish Trammell, Maddie Page

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

### 8:19AM CALL TO ORDER by Stephanie Schmidt

There was no public comment.

### REPORTS

❖ Board Report:

- Trax Update – Jared Morgan reported on the status of the new proposed alignment, and has worked with UAPCS to draft an ELA response. The South Jordan Public Open House is scheduled for June 15<sup>th</sup> at 4:00pm. ELA will communicate with this with their families.
- Infini D Lab Simulator – Andrea Johnson reported that funds are being provided for this project and plans to have this at ELA are moving forward.

CONSENT ITEMS *David Bourne made a motion to approve the consent items as listed below. Jared Morgan seconded the motion. Voting was unanimous and motion passed.*

- ❖ Approve April 22, 2016 Board Meeting Minutes
- ❖ Accept April 22, 2016 Closed Session Affidavit
- ❖ Approve May 9, 2016 Electronic Board Meeting Minutes
- ❖ Accept May 9, 2016 Closed Session Affidavit
- ❖ Ratify New Employees: Kristen Kinikini, Kara Van Wagenen, Rob Abney, Jennifer Reese, Kevin Worthley, Jacqueline Cueller, Tricia Rosenlof, Lindsey Tobler, Amanda Anderson, Abby Arbon, Erica Curtis

### BUSINESS ITEMS

*Jared Morgan made a motion to approve the 2016 summer purchasing plan as outlined. David Bourne seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve 2016 Summer Purchasing Plan

*Jared Morgan made a motion to approve the Alta Janitorial Service effective July 1, 2016. David Bourne seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Janitorial Service

*Jared Morgan made a motion to approve the 2016-2017 employee handbook. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Employee Handbook

*David Bourne made a motion to approve the 2016-2017 Administrator employment agreement and Sydney Young as Director. Jared Morgan seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve 2016-2017 Administrator Employment Agreement

*David Bourne made a motion to approve the amended Purchasing and Disbursement Policy. Jared Morgan seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Amended Purchasing and Disbursement Policy

*David Bourne made a motion to approve the audit engagement letters. Jared Morgan seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Eide Bailly Audit Engagement Letters

*David Bourne made a motion to approve ELA's Director as the ELA Budget Officer, and the Board Chair and Financial Coordinator as the ELA Audit Committee. Jared Morgan seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Budget Officer - Director
- ❖ Discuss and/or Vote to Approve Audit Committee

*Jared Morgan made a motion to approve the final 2015-2016 budget and proposed 2016-2017 budget. David Bourne seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Final 2015-2016 Budget
- ❖ Discuss and/or Vote to Adopt Proposed 2016-2017 Budget

*David Bourne made a motion to approve the Board Members as listed below. Jared Morgan seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve 2016-2017 Board Members
  - Stephanie Schmidt – Chair, Term Expiration 2017
  - Jared Morgan – Vice Chair, Term Expiration 2018
  - David Bourne – Financial Coordinator, Term Expiration 2019
  - Andrea Johnson – Secretary, Term Expiration 2018
  - Eric Montague – Board Member, Term Expiration 2020

#### **DISCUSSION ITEMS**

- ❖ Director Report - Sydney Young reported on the following: Data (Student Academic Achievement Data); Debt Ratio; Expansion Transition; Personnel Update; School Events; Library Procedure
- ❖ Current School Improvement Goals were discussed and decided on: 1. Steady, consistent gains in student achievement and growth; debt ratio and financials; maintain full student enrollment.
- ❖ Open Meetings Act Training – This was tabled.
- ❖ Board Members Roles and Responsibilities – This was not discussed.
- ❖ School Mission/Vision/Constitution – This was tabled.
- ❖ Governance Board Book Assignments – The board divided up chapter assignments to present at each board meeting.
- ❖ Calendaring Yearly Board Meeting Dates: 8-19-2016, 9-16-2016, 10-14-2016, 11-18-2016, 1-6-2017, 2-17-2017, 3-17-2017, 4-21-2017, 5-19-2017, 6-16-2017

*David Bourne made a motion to adjourn the meeting. Jared Morgan seconded the motion. Voting was unanimous and motion passed.*

**11:03AM ADJOURN**