



Early Light Academy  
Board Meeting Minutes  
Friday, June 16, 2017

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

In Attendance: Stephanie Schmidt, David Bourne, Eric Montague (via phone), Andrea Johnson (via phone, then in person)

Not in Attendance: Jared Morgan

Others in Attendance: Sydney Young (Director), Chase Alder (AP), Allison Beach (AP), Kristen Kinikini (Counselor), Jacqueline Wight (IT), Kim Dohrer, Brad Taylor, Trish Trammell, Kirk Blake (8:57am), Jed Stevenson (9:01am), Trent Brown (9:05am)

**MINUTES**

---

**8:45AM CALL TO ORDER** by Stephanie Schmidt

There was no public comment.

**REPORTS**

- ❖ Counselor Report – Kristen Kinikini reported on what she has done this year with students, and what her future goals are.
- ❖ Director’s Report – Sydney Young, Director, reported on the following: Year in Review, Achievement and Growth, Debt Ratio/Financials, Enrollment and Market Analysis, Staffing, Administration Priorities for 2017-2018.
- ❖ Academica West Report – Building Evaluation was presented by Kirk Blake.
- ❖ Board Reports:
  - AW Evaluation – Stephanie Schmidt presented an evaluation from the Board.
  - Financial Summary – Brad Taylor reviewed the budget and stated that it looks good and is on track.

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

- ❖ Approve May 19, 2017 Board Meeting Minutes
- ❖ Accept May 19, 2017 Closed Session Affidavit
- ❖ Ratify New Employees: Sheri Atkinson, Jesse Bennett, Sarah Hare, Sheri Van Dorn, Deysi Harris

**BUSINESS ITEMS**

*David Bourne made a motion to approve the 2017-2018 administrator employment agreement. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve 2017-2018 Administrator Employment Agreement

*David Bourne made a motion to approve the 2017-2018 board members, terms and positions as listed below. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve 2017-2018 Board Members
  - Stephanie Schmidt – Chair, Term Expiration 2017, Extended to 2021
  - 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

*David Bourne made a motion to approve the final 2016-2017 budget. Eric Montague seconded the motion. Voting was unanimous and motion passed.*

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

*David Bourne made a motion to approve the proposed 2017-2018 budget. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Adopt Proposed 2017-2018 Budget

*David Bourne made a motion to approve the Staff Code of Conduct Policy. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Staff Code of Conduct Policy

*David Bourne made a motion to approve the Student Data Privacy and Security Policy. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Student Data Privacy and Security Policy

*David Bourne made a motion to approve the Data Confidentiality Addendum. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Data Confidentiality Addendum

*David Bourne made a motion to approve the Eide Bailly Audit Engagement Letters. Andrea Johnson seconded the motion. Eric Montague was not in attendance. Voting was unanimous and motion passed.*

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

*David Bourne made a motion to approve the Hanover Property and Liability Insurance Policies. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Hanover Property and Liability Insurance Policies

*David Bourne made a motion to approve the Ascent Academies of Utah 2017-2018 lunch agreement. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Ascent Academies of Utah 2017-2018 Lunch Agreement

*David Bourne made a motion to approve the Atlas RTX Service Agreement. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Atlas RTX Service Agreement

*The following two business items were tabled.*

- ❖ Discuss and/or Vote to Approve ETS Separation Agreement
- ❖ Discuss and/or Vote to Approve H-Wire Technology Solutions Contract

*David Bourne made a motion to approve the HWire invoice in the amount of \$23,247. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Technology Purchase

*The following two business items were tabled.*

- ❖ Discuss and/or Vote to Approve Asphalt Expense
- ❖ Discuss and/or Vote to Approve Building Sign Expense

*David Bourne made a motion to approve Lewis Young Robertson as the financial advisor not to exceed \$27,500 in costs. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote on Financial Advisor

*David Bourne made a motion to approve the PowerIEP contract. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve PowerIEP Contract

*David Bourne made a motion to approve the new Jr. High grading scale. Andrea Johnson seconded the motion. Voting was unanimous and motion passed.*

- ❖ Discuss and/or Vote to Approve Jr. High Grading Scale

## **DISCUSSION ITEMS**

- ❖ Open Meetings Act Training was led by Kim Dohrer.
- ❖ Calendaring:
  - 2017-2018 Yearly Board Meeting Dates: 9-15-17, 10-27-17, 11-17-17, 1-19-18, 2-23-18, 3-16-18, 4-20-18, 5-18-18, 6-8-18, 6-29-18

The Board took a break at 11:40am and entered into the Work Session.