

# Leadership Learning Academy

## Board Meeting Minutes

### Monday, April 17, 2017

**Place:** Leadership Learning Academy, 100 W 2675 N, Layton, UT 84041

**In Attendance:** Terry Capener, Deb Hefner, Jimmy Sunlight, Lance Eastman

**Excused:** Chuma Uzoh

**Others in Attendance:** Brandon Fairbanks, Dawn Kawaguchi, Heidi Bauerle, Edna Moss, Ken Jeppesen

**Mission:** The mission of *Leadership Learning Academy* is to provide the unique, innovative teaching model of Project CHILD to help 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* will use the innovative and unique model of Project CHILD 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

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### 2016-2017 Board Priorities

Academic Achievement  
Maintain Financial Stability  
Satellite Planning

### 5:40 PM – Call to Order

- Welcome by Terry Capener
- School Mission – Jimmy
- School Vision – Lance
- Board Mission – Deb

**There was no PUBLIC COMMENT.**

### REPORTS

- **Eide Bailly** – Ken Jeppesen
  - Review FY 2016 Audit Report – Ken reviewed the the communication letter that he passed out to all board members regarding the professional standards that are required and information about the responsibility under generally accepted auditing standards and Government Auditing Standards, as well as certain information related to the planned scope and time of the audit. He stated that there were no

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findings but if there were any the board would have been contacted at the time of the finding. Ken reviewed the financial statement for the fiscal year ending June 2016. He reviewed the following six notes from the Independent Auditor's Report.

- ✓ Principal Activity and Significant Accounting Policies
- ✓ Property and Equipment
- ✓ Notes Payable
- ✓ Related Party Transactions
- ✓ Employee Benefits
- ✓ Concentration

Ken stated that Eide Bailly issued three clean reports which are (1) independent auditor's report; (2) independent auditor's report on internal controls over financial reporting on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards; and (3) independent auditor's report as required by the state compliance audit guide on compliance with general state compliance requirements and internal control over compliance. *Ken Jeppesen was excused at 5:54 p.m.*

➤ **Principal**

- State of the School – Heidi Bauerle
  - ✓ Visionary Leadership
    - ★ Our Project CHILD visit from Winky last week went very, very well
      - ✿ Winky would like LLA to apply for to be a national demonstration site for Project CHILD for next year.
  - ✓ Teaching & Learning
    - ★ Review of new employees
    - ★ Looking at cluster options because of 3<sup>rd</sup> to 4<sup>th</sup> grade gaps and 6<sup>th</sup> graders not knowing anyone outside of their clusters plus teachers are very overworked.
  - ✓ Management for Learning
    - ★ Lottery update
      - ✿ Layton 567
      - ✿ Ogden 71
  - ✓ Community Collaboration
    - ★ Coordinating with daycare centers and youth community organizations for Ogden campus
    - ★ Co-pilots will be putting in additional playground equipment for the Layton campus
  - ✓ Ethical Leadership
    - ★ SAGE testing is underway
  - ✓ System Leadership
    - ★ 6<sup>th</sup> Grade Lagoon Day instead of a 6<sup>th</sup> Grade Dance
- Review of upcoming events
- Satellite Update – Edna Moss
  - ★ Working with Kara at AW on marketing
    - ✿ Donated 1,040 LLA eggs
  - ★ Edna has been walking around the local neighborhoods

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- ★ Will be spending a couple of weekends at the local Smith's and Walmart trying to get the word out
- ★ Our last informational meeting had about 20 attendees
- ★ They have been working on the furniture order
- ★ Hiring process has started but not a lot of candidates for elementary. There was a discussion on trying to get the word out with HAFB transfers.
- ★ We are working towards a more accurate info on registration on our website. We are in the process of setting up a new website.
- ★ We will have (3) classes of all-day kindergarten
- ✓ All-Day Kindergarten Grant – Heidi has met with Kim and they are looking to apply for an all-day kindergarten grant that will help subsidize this program.

➤ **Board of Directors**

- Review 2016-2017 Budget as of March 31, 2017 – Jimmy Sunlight reviewed the budget as of March 31<sup>st</sup>. Overall the revenue looks good. We are where we should be at this time which is approximately 70%. Heidi and Ryan are working on the budgets for both campuses for the next school year.

**Deb Hefner made a motion to approve the CONSENT ITEMS. Lance Eastman seconded the motion. Motion passed unanimously.**

- Approve March 20, 2017 Board Meeting Minutes
- Ratify 2016-2017 Amended Budget (February 13, 2017 Electronic Board Meeting)
- Ratify the 2017 Maturation Curriculum (February 13, 2017 Electronic Board Meeting)

**BUSINESS ITEMS (To Be Voted On)**

- Discuss and Vote Satellite Campus Revolving Loan – Brandon Fairbanks stated that the school has already received a start-up grant for the Ogden campus. We will be paying off the current revolving loan for the Layton campus so that the school can apply for a new revolving loan for the Ogden campus. Brandon reviewed the resolution that is required to apply for the loan. The state doesn't start collecting payment until the Ogden campus starts to receive funding and then it's amortized over four years. Brandon explained how the state collects the monthly payments. **Lance Eastman made a motion to approve resolution that is required to the satellite campus revolving loan. Jimmy Sunlight seconded the motion. Motion passed unanimously.**

*There was a brief discuss on the Verizon Land Lease. Lance and Terry will be working on this with the AW legal and possibly Joel Wright. More info to come.*

**6:36 PM – Jimmy Sunlight made a motion to enter into 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). Lance Eastman seconded the motion. The votes were as follows:**

**Jimmy Sunlight – Aye  
Lance Eastman – Aye  
Terry Capener – Aye**

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**Deb Hefner – Aye**  
**Motion passed unanimously.**

**7:05 PM – Jimmy Sunlight made a motion to exit the CLOSED SESSION and Lance Eastman seconded the motion. The votes were as follows:**

**Deb Hefner – Aye**  
**Terry Capener – Aye**  
**Lance Eastman – Aye**  
**Jimmy Sunlight – Aye**  
**Motion passed unanimously.**

#### **OTHER BUSINESS ITEMS**

- **Calendaring Items – ALL**
  - Change to May 15<sup>th</sup> Electronic Meeting to a Board Retreat
  - June Pre-Board Meeting –
  - Next Board Meeting – June 5<sup>th</sup>
    - ✓ Annual Board Meeting
  - UAPCS @ Davis Convention Ctr – June 6-7
    - ✓ Early Bird Registration – Ends May 12<sup>th</sup>
  - National Charter School Convention in Washington DC – June 11-14

**7:20 PM – Deb Hefner made a motion to ADJOURN. Jimmy Sunlight seconded the motion. Motion passed unanimously.**