

# Leadership Learning Academy Board Meeting Minutes Monday, August 20, 2018



**Place:** Leadership Learning Academy, 100 West 2675 South, Layton, UT 84041

**In Attendance:** Terry Capener, Jimmy Sunlight, David Gray, Chuma Uzoh (6:16 p.m.)

**Excused:** Deb Hefner

**Others in Attendance:** Ryan Arrington, Dawn Kawaguchi, Heidi Bauerle, Brandon Fairbanks (6:26 p.m.)

**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

### 2018-2019 Board Priorities

Teacher and Staff Retention  
Full Enrollment for LEA  
Maintain LLA's Culture  
DIBELS Goal (Literacy Plan)

### **5:47 PM – Call to Order**

- Welcome by Terry Capener
- School Mission – David
- School Vision – Jimmy
- Board Mission – Terry

**There was no PUBLIC COMMENT.**

### **REPORTS**

#### ➤ **Administration**

- State of the School – Heidi Bauerle
  - ✓ Added a behavior specialist/strategist to help teachers be successful by strategizing managing diverse behaviors in the classroom. We have also added a counselor who has been working on putting together peer groups with similar circumstances (i.e. family separation, death, etc.) These two positions work with both campuses.

- ✓ Project CHILD (PC) training for teacher was held on Aug 1-3. Winky reached out to Heidi this summer to let her know that she was retiring. She is still working on PC as an on-call consultant as needed. Winky wants to make sure that Heidi would be supported through this transition. Heidi will keep the board updated on this transition.
  - ✓ Lottery updated from the first day of school. We are budgeted for 1,050. We are still pulling kids at both campuses.
  - ✓ We invited local organizations to our Back to School Night to set up tables. This helped the school check off some of the required annual assurances that notifies the parents of resources.
  - ✓ Our Special Education program continues to grow at both campuses. We are supporting unique needs that we have never experienced before. Our staff will be trained on individual needs for these students.
  - ✓ Our administration will be attending various training conferences throughout the year.
  - ✓ We are starting a PTO in Ogden this year by request of the parents.
  - ✓ The first day of school at both campuses ran like a well-oiled machine.
  - ✓ A new Early Literacy Program which requires a plan that needs board approval by October 1<sup>st</sup>. This is replacing the K-3 Reading funding.
- **Board of Directors**
    - Review Board Calendar – Terry reviewed the board calendar.
    - Review Action Items – Terry reviewed the action items and updated where needed.
  - **Academica West**
    - Financial Review – Ryan Arrington stated that with our enrollment things are looking good. Ryan reviewed the balance sheet from the FY19 compared to FY18. Audit for FY18 is in the process of being done. It is going very well.

**Jimmy Sunlight made a motion to approve the CONSENT ITEMS. David Gray seconded the motion. Motion passed unanimously.**

- Approve June 18, 2018 Board Meeting Minutes

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

- Discuss and Vote on Employment of Substitute Teachers Policy – Heidi Bauerle stated that substitute teachers are now being hired as employees. They go through the same process as if they were a regular employee such as clearing a background check and eVerify just to name a couple. **David Gray made a motion to approve the Employment of Substitute Teachers Policy. Jimmy Sunlight seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Credit Card Policy – Heidi Bauerle reviewed the Credit Card Policy. This will help Heidi to manage the purchases for both campus principals. There was discussion on how it's different from the current debit card. Fraudulent purchases, canceling and issuing of new cards is much easier with a credit card than a debit card. **Jimmy Sunlight made a motion to approve the Credit Card Policy. David Gray seconded the motion. Motion passed unanimously.**

## REPORTS (Cont.)

### ➤ Board of Directors

- Policy Review – Chuma Uzoh reviewed the purchasing policy in light of the approval of the Credit Card Policy. Purchasing approval amounts are as follows:
  - ✓ All purchases up to \$2,500 must be approved by the Lead Director or a Campus Principal;
  - ✓ All purchases between \$2,500 and \$5,000 must be approved by either the Board President *or* Board Treasurer;
  - ✓ All purchases between \$5,000 and \$25,000 must be approved by the Board President *and* the Board Treasurer; and
  - ✓ All purchases above \$25,000 must be approved by a majority vote of the Board.

Other areas of review were disbursements are petty cash accounts. Chuma would like Brandon to review this policy for possible amendment as it corresponds to the Credit Card Policy.

## OTHER BUSINESS ITEMS

### ➤ Calendaring Items

- Welcome Back Breakfast on Saturday, August 25<sup>th</sup> @ 11-12:30 @ Layton Campus. Dawn will send out a calendar invite to the board.
- Schedule September Electronic Board Meeting – Rescheduled the October meeting to make the deadline for the Early Literacy Plan approval from October 15<sup>th</sup> to October 1<sup>st</sup>
  - ✓ October Pre-Board Meeting – September 17<sup>th</sup>
  - ✓ Next Board Meeting – October 1<sup>st</sup> (Lagoon)

*Ryan Arrington was excused @ 6:42 p.m.*

**6:43 PM – Terry Capener 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) at the LLA Layton Campus Library. Jimmy Sunlight seconded the motion. The votes were as follows:**

**Chuma Uzoh – Aye**

**Terry Capener – Aye**

**Jimmy Sunlight – Aye**

**David Gray – Aye**

**Motion passed unanimously.**

**6:53 PM – David Gray made a motion to exit the CLOSED SESSION and ADJOURN. Terry Capener seconded the motion. Motion passed unanimously.**

### August Action Items:

1. Chuma would like to review GRAMA Policy @ next month’s meeting – **Dawn**
2. Review and possibly amend the Purchasing and Disbursement Policy – **Brandon**