

Leadership Learning Academy Board Meeting Minutes Monday, October 1, 2018



Place: Lagoon (Rendezvous Building), 375 N Lagoon Drive, Farmington, UT 84025

NOTE: It is possible that the LLA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

In Attendance: David Gray, Chuma Uzoh, Terry Capener, Deb Hansen, Jimmy Sunlight

Others in Attendance: Brandon Fairbanks, Brad Taylor, Heidi Bauerle, Ryan Arrington, Lani Rounds, Kirk Blake, Dawn Kawaguchi

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)

5:43 PM – Call to Order

- Welcome by Chuma Uzoh
- School Mission – Terry
- School Vision – Deb
- Board Mission – Jimmy

There was no PUBLIC COMMENT.

REPORTS

➤ **Administration**

- State of the School – Heidi Bauerle
 - ✓ Working with HR to make sure that 100% of the staff is qualified for their positions for this school year. We are well on our way to be 100%. Heidi

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has turned this over to the instructional coaches since they are the ones working closely with all teachers (doing observations) but Heidi is still watching over this process.

- ✓ Child Find Training was last month which is an annual required training.
- ✓ We had a Project CHILD visit was last month and they will be back this week. Heidi has received their assessment back from PC. Layton is doing very well. Ogden has doubled in size which means they have more new teachers. Heidi stated that PC is trying to schedule a visit from a school from Texas to observe Layton that is looking to be a PC school.
- ✓ October 1 count in Ogden went very smooth. This count determines growth.
- ✓ One-year facilities walk through for both campuses which determined that we will need some upgrades. Heidi reviewed some of those purchases.
- ✓ Layton is getting administrative offices as part of the library (like Ogden)
- ✓ New fence in Ogden
- ✓ The administration will be attending a safety conference (California) and coaching conference (Las Vegas) this month
- ✓ Working hard on community partnerships in Ogden because they have such a need for it in that community
- ✓ “Conscious Discipline” coming to train our staff which was recommended by Project CHILD
- ✓ Looking to partner with a business or non-profit organization to help support the food pantry in Ogden. We are on the list for the Ogden “food truck” since they are currently full.
- ✓ Youth Leadership Retreat is being planned now. They are looking at doing it after school is out in May/June. Heidi is working with Platte to figure out how this can be done due to the new fee laws.
- ✓ Layton food pantry (Hangar)
- ✓ National Custodian Day is tomorrow. We will be honoring our custodians tomorrow.
- ✓ Digital Teaching and Learning Grant in the third year
- ✓ DEN Meetings started last week
- ✓ Food Service Audit in January
- ✓ Discussion of LLA jackets for staff

➤ **Board of Directors**

- Review Board Calendar – Chuma Uzoh reviewed the board calendar.
- Review Action Items – Chuma Uzoh reviewed the action items and updates were given.
- Update on Facilities Finance Committee – Chuma Uzoh stated that we are in the process of looking into refinancing our existing Layton facility and potentially exploring purchasing our Ogden facility. Since Jimmy and Lance are currently the finance committee, we will need to replace Lance. Brad Taylor reviewed the options for the board. He ran some preliminary numbers and refinancing would save over 1.8 million dollars over the next 10 years. Brad gave some steps that the board would need to take to start the refinancing process going the bond route. The first thing would be to hire a Financial Advisor. There are currently only a handful

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of state approved financial advisors. This person would then help with hiring a state approved Borrowers Counsel and Bond Counsel. Terry volunteered to replace Lance on the finance committee.

➤ **Academica West**

- Financial Review – Ryan Arrington stated that they have met as a finance committee today. Jimmy asks great questions such as why we pay so much in property taxes. Reconciliation for the month of August looks good. We are keeping consistent by spending about the same amount this year as we did last year. Nothing really stands out. Ryan will report more on the federal and state funding for the UCA. Ryan also shared a letter from the state regarding the school's MOE FY17.
- Building Evaluation Report – Kirk Blake reviewed his long-term maintenance walk through report for the Layton campus. The Ogden campus will not get a formal report for another two years. However, he did create a budget for both campuses. Kirk reviewed the items of interest and suggested preventative maintenance items. Maintenance tickets are going down each year due to our maintenance person (Mark) keeping on top things such as changing air filters. There was a brief discussion on the annual savings to go towards facilities maintenance. We have also changed our ticket system.

Terry Capener made a motion to approve the CONSENT ITEMS. Deb Hefner seconded the motion. Motion passed unanimously.

- Approve August 20, 2018 Board Meeting Minutes
- Approve August 20, 2018 Closed Session Affidavit

BUSINESS ITEMS (To Be Voted On)

- Discuss and Vote on 2018-2019 Early Literacy Plan – Heidi Bauerle reviewed the Early Literacy Plan which is new this year. This plan targets the early readers. Heidi had to submit this for pre-approval. There are two goals which were approved by the state. **Deb Hansen made a motion to approve the 2018-2019 Early Literacy Plan. Jimmy Sunlight seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Utah Consolidated Application Plan – Heidi Bauerle reviewed the UCA Plan. These funds are federal and state funds. All monies are allocated to salaries and taxes. This money is restricted to the areas of the application. **Jimmy Sunlight made a motion to approve the 2018-2019 Utah Consolidated Application and Utah Grants Application. David Gray seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Amended Credit Card Policy – Chuma Uzoh reviewed the amended Credit Card Policy. We made the change to “the management company” instead of “Academica West”. The purchase amount limitations refer back to the school's Purchasing & Disbursement Policy. **David Gray made a motion to approve the amended Credit Card Policy. Terry Capener seconded the motion. Motion passed unanimously.** *Brandon stated that there was one Academica West that wasn't change so Dawn will change that before Chuma signs the policy. Chuma also changed the order of the policies so that he could report on his two policies together.*
- Discuss and Vote on Amended Purchasing & Disbursement Policy – Chuma Uzoh reviewed the amended Purchasing & Disbursement Policy. The change was made to align

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with the Credit Card Policy. **Terry Capener made a motion to approve the amended Purchasing & Disbursement Policy. Deb Hansen seconded the motion. Motion passed unanimously.**

- *Discuss and Vote on Amended GRAMA Policy* – Brandon Fairbank stated that Chuma asked Brandon to review this policy but it turns out that it is one of the eleven policies that are being updated due to legislative changes this year. Brandon reviewed the entire policy. Heidi would like to be the records officer so Dawn will need to change the word “Director” to “Lead Director” in the policy. The new requirement is that the board will approve minutes at every regularly scheduled board meeting set on the annual board meeting calendar. **Deb Hansen made a motion to approve the amended GRAMA Policy with additional language changing “Director” to “Lead Director”. Jimmy Sunlight seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on Parent & Family Engagement Policy and Rescind Parent Involvement Policy* – Heidi Bauerle stated that the state is requiring schools to change the Parent Involvement Policy to the Parent & Family Engagement Policy. The state sent a template on how to create this policy. Most of the new requirements relating to parent involvement in Title I programs are similar to the requirements the school has been following for years, but specifying in the policy that the school will be providing outreach to parents and family members is necessary. **Jimmy Sunlight made a motion to approve the Parent & Family Engagement Policy and rescind Parent Involvement Policy. David Gray seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS

- Calendaring Items – ALL
 - October 15th – State visit from Brett Campbell
 - December Pre-Board Meeting – December 3rd
 - Next Board Meeting – December 17th [Holiday Social]

7:05 PM – David Gray 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) located at the Lagoon Rendezvous Facility. Terry Capener seconded the motion. The votes were as follows:

**Chuma Uzoh – Aye
David Gray – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
Terry Capener – Aye**

Motion passed unanimously.

7:25PM – Terry Capener made a motion to exit the CLOSED SESSION and ADJOURN. Deb Hefner seconded the motion. Motion passed unanimously.

October Action Items

1. Send high res logo to David – Dawn