

Early Light Academy Work Session Minutes

Friday, September 11, 2009

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

In Attendance: Mia Prazen, Julie Thomas, Melinda Poulson, Wade Glathar (Director), Dawn Kawaguchi (AW), Kim Dohrer (AW), Jen Jacobsen, Kevin Passey and Gavin Hutchinson (AW- 9:32 a.m.)

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

9:14 a.m. Call to Order – Mia Prazen

BUSINESS ITEMS (To be voted upon in Board Meeting)

- Review and discuss Director Evaluation Form – Julie reviewed the Director Evaluation Form. She stated that she looked at many other evaluation forms that she received from Kim at Academica. Julie asked the Board members for their input. She also stated that it will probably be modified after the first evaluation since we are not quite sure what we want to measure. Kim suggested that it may be too long. She recommended that some of the items could be combined. There was discussion on the goals section. Julie stated that this is a living document – it will continue to change through the years. There was discussion on the difference between below expectations and not meeting expectations. Wade asked how often the Board will be conducting an evaluation and who will be conducting the evaluation. He also asked whether or not he will be evaluating himself as well. Julie stated that it will probably be twice a year with follow ups throughout the year. There was discussion on incorporating the parent and teacher survey in the evaluation.
- Discuss hiring an Elementary PE Teacher – Wade reviewed the staffing budget. He explained to the Board that they came in under budget. Wade stated that he would like to include a PE Teacher – a graduate student from the University of Utah at 20 hrs a week. Julie expressed her concerns with the Special Ed budget possibly going over and using that excess money to compensate for the overage. There was discussion on Special Ed money and how the state awards it to the school. There was discussion on the budget and the loan.
- Discuss hiring an Additional Teaching Assistant – Wade explained to the Board that he would like a “floater” Teaching Assistant. Wade stated that he has already had two TA’s call in sick. There are also requests for time off for two or more consecutive days. It has been very difficult when they have someone call in sick. There was discussion on how TA’s can fill in for teachers and then getting a sub for the TA. There was discussion on how the Board feels it will affect the budget. Kevin is just unsure since they just know what next year is going to bring and that they will be hiring an Assistant Director. There was discussion on trimming the budget in other areas and put it into the staffing budget to come up with the funds to support these two positions without severely impacting the budgeted surplus. Gavin asked the question “Is this something that is considered necessary?” If it’s necessary then we figure out how to make it happen.

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

REPORTS

➤ **Academica West Report**

- The Open Book – Dawn passed out to the Open Book to the Board. There was some discussion on what was included in the book. There was discussion about when the Board will be meeting. There was discussion on whether they should have a meeting every week or bi-monthly.

➤ **Board Report**

- Julie reported that they are getting together with the teachers to vote on the mascot.
- Review 2009-2010 Budget as of August 31, 2009 – Kevin reported that he looked at the budget and it looks like it we are on track so far.

➤ **PEAK Report**

- *Pizza* - Melinda reported that she heard that the pizza went much better this week. She reported that teachers were passing out tickets to kids when they are saying that they have paid but don't have any money in their account. Melinda asked if Wade could address this with the teachers.
- *Fine Arts Committee* – Melinda would like to have “Cultural Night” under the Fine Arts Committee. They would like to occasionally serve food at Cultural Night. There was discussion on whether or not it was alright to serve food. They decided that since it's in the evening and parents are there they can make that decision. Melinda reported that October 15th will be the first Cultural Night.

➤ **Directors Report**

- *P.A. System* – Wade reported that he is seeking any input and suggestions on what can be done for a PA system. How much money can we afford? The Board asked Wade to get bids and report back to the Board.
- *Language Arts budget* – Wade reviewed the LA budget. He has spent \$23,907.85. He still needs to purchase approximately \$1,500 more. Wade also reviewed the other curriculum budget which did not include their own start up money of approximately \$300.
- Drama department is planning a field trip to the Shakespearean Festival. It will be an overnight trip.
- Student Council elections being held next week. Mr. Lansing and Mrs. Snyder will be the advisors.
- Heating and A/C is offering a maintenance contract. There was discussion regarding whether or not it was something they are interested in.
- Spec Ed furniture donations (grant money) – There has been some donations being solicited by the Special Ed department. There was discussion on the correct way to solicit donations.

Gavin updated the board on their 501C3 status.

OTHER BUSINESS ITEMS – (For Discussion Only)

There were no other Business Items.

ADJOURN 10:30 – Mia made a motion to adjourn the work session. Melinda seconded the motion. Motion passed unanimously.

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.