

Early Light Academy  
Work Session Minutes

Friday, September 25, 2009

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

In Attendance: Mia Prazen, Wade Glathar (Director), Melinda Poulson, Jen Jacobsen, and Julie Thomas

Excused: Kevin Passey

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

---

**9:00 a.m. Call to Order** – Mia Prazen

### **BUSINESS ITEMS (For Discussion Only)**

- Discuss Employee Handbook – Wade explained that Academica West and A Plus asked Early Light Academy to have an Employee Handbook on file. Most of Academica's schools just use the A Plus Employee Handbook. Wade used the A Plus handbook as starting point and made sure that the information matched their policies. Mia helped Wade with the format. Wade stated that the information seems repetitive. Julie brought up that the employee dress code mentioned that they had to have collared shirts. Wade thought that he took that part out. The Board felt it was ready to go to next month's Board Meeting to vote on but until then they could still make final changes if needed.
- Update on staffing/hiring
  - *Math* – Wade spoke with Jennifer Buster yesterday and she is coming in today to get training with Rhiannon. She will ready to go for Math on Monday. Kim is making changes in SIS just to middle school schedules so that we can have new schedules for the middle school their new schedules that will include the creation of the new Pre Algebra class for 8<sup>th</sup> Graders. There was discussion on adding a Geometry teacher and the curriculum. There was discussion on changing Math 7 to Pre Algebra A and Pre Algebra B
  - *PE* – This position is on hold until the professor can find a student that wants to do it.
  - *Floater TA* – This position is on hold. There was discussion on using a TA for teacher substitutions instead of hiring a sub. Wade stated that the critical time seems to be recess and lunch. They seem to be under staffed at these times. There was discussion on getting some parent volunteers for recess and lunch.
  - New Second Grade teacher is Jessica Guevara. There was discussion on what positions need to be ratified at the next Board Meeting.
  - Wade would like to get an internal sub list of going. Getting their names, their resumes, their background checks, etc. It's on the backburner but he would like to get that going as soon as he can get a chance. There are a lot of parents who have asked about it.

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.

- Discuss Book Challenge Form – Jen reviewed the Book Challenge Form. She explained that if a parent comes in and has a complaint about a book that is in the library this is the procedure that they must go through. This is the form that they have to fill out stating what was offensive in the book. There will be a library committee that will review the grievance. Parents do have the right to appeal. All appeals will be reviewed by Wade and the Board of Directors. This will be put on the Board Meeting agenda for approval.
- Discuss after school activities – There was discussion on a number of after school activities.
  - Fine Arts "Celebration of Light" – This is an optional activity
  - Cultural Night – This has taken on a life of its own.
  - Foreign Language Nights – Power speak is helping with this. The Board would like to form a committee to facilitate this. There was discussion of possibly using the five K12 languages.

Mia would like to have the Fine Arts Committee and the PTO meet so that they can coordinate fundraising.

- Discuss fundraising opportunities
  - Broadweave Networks – There was discussion on the types of fundraising opportunities that are available to the school. They decided that what Broadweave Networks is offering makes Early Light Academy more like an affiliate of their company and the Board was not comfortable going down that road.
  - The Book Fair – October 7-8 during Parent Teacher Conference
  - Academy Attire – Melinda will contact them to see if they can be at one or both days.

Julie asked Wade if he could send out a “Save the Date” email to remind the parents regarding Parent Teacher Conference. Wade will have a book in the office where parents can sign up. Wade stated that he is going to let the teachers go early with no professional development on Friday – the day after the Parent Teacher Conferences.

Wade gave a quick Director Report to the Board

- SIS and UEN Training for teachers tomorrow. Starting Monday teachers should start taking their own attendance. Julie mentioned that if a teacher has a UEN page then she added a link on the school’s website.
- Wade would like to revise the Dress Code Policy to include dresses. Right now there are only jumpers allowed in the policy. Please put on Board Meeting Agenda.
- Wade is trying to get bids on snow removal. He needs to find out what areas the school is responsible for clearing. Any feedback from Board is welcomed. Keep in mind that we will be charged per snow fall.
- IOWA testing will be Monday and Tuesday for 3<sup>rd</sup>, 5<sup>th</sup> and 8<sup>th</sup> graders.
- Margaret Young
- Wade wanted to let the Board know that there are some parents that are concerned about their child’s math placement.
- Kim and Gabe at Academica are working on revising the Dual Enrollment Policy.

Mia wanted to update the Board on the traffic plan. There have been some semantic changes. They will send the changes to South Jordan City. We will need to notify the children and parents regarding the alleyway. They will have to walk single file down the alleyway.

Mia asked Wade for an update on technology specifically the freezing up of computers. Wade stated that it hasn’t been too much of a problem. Wade also explained that he has a form for teachers to fill out if

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.

they have a problem. He's not sure how often we should be calling Jake and Scott to come out. Wade also asked how much involvement the technology committee should be included. Mia stated that the freezing is a "Smart" issue and not an Apple issue. Ryan just needs to come in and capture the data and send it to Apple so that they can contact Smart so that they can fix the bug in their latest release. There was discussion on all of the technology issues specifically the parent distribution email.

Other items discussed

- Hooks and cubbies update
- Bike rack update – 4 racks
- October 1<sup>st</sup> count – Julie and Emily have been working on cleaning up SIS. They are 100% matched with the lottery names. Now they are cleaning up the classes so that they are in the right class.
- Signage in the parking lot

**ADJOURN** Mia made a motion to adjourn the work session. (*Duration 50:29*)