

Early Light Academy
Work Session Minutes
Friday, October 9, 2009

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

In Attendance: Mia Prazen, Melinda Poulson, Kevin Passey, Jen Jacobsen, Julie Thomas, Wade Glathar (Director), and Dawn Kawaguchi (Academica West)

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

9:07 a.m. Call to Order – Mia Prazen

BUSINESS ITEMS (To be voted upon in Board Meeting)

- Review Employee Handbook – Wade asked if there were any other changes that needed to be made from the work session discussion. Julie asked if there was anything in the grading regarding notifying the parents if the student is failing. Wade said that he will include a line item under grading regarding the communicating to the parents if the student is struggling.
- Review and discuss the Dual Enrollment Policy Rev A / Home School Dual Enrollment Form – Wade reviewed the Dual Enrollment Policy Revision A. Wade reported that there are a couple of students that are requesting this just for the math hour. He stated that this is more in line with the state code. It states that the student can be home schooled 25% of the day and the school will still receive funding. There is also a form that was made to go along with the policy for the Home schooled student to fill out.
- Discuss the formation of the Human Sexuality Committee – Wade explained to the Board that a Human Sexuality section is taught at the 8th grade health next semester. The state requires a committee to put together the curriculum and it must be presented in a public Board Meeting and approved by the Board. This committee would also approve the 5th grade maturation program as well. The Board asked Wade to form this committee. Melinda and Jen would like to be a part of this committee along with Wade and Mr. Lansing (Health teacher), a nurse and a couple of parents. They decided on seven people on the committee. There is a state recommended curriculum that can be used. Parents can still opt out if they don't want their students to be taught the human sexuality section. The Board gave Wade some names of parents of who might be a interested. There is a form that Wade must fill out and send in by November 6th to the state regarding the human sexuality class and whether or not they have a committee. Wade will give an update on the formation of the committee at the next work session.
- Discuss purchase of computers – Wade would like to get going on the purchase of more computers but they haven't received our implementation grant. Mia stated that she talked to Marlies from the state and she said that letters have been sent out but no one has received it yet. Wade would like to get the order ready to go so that when the money is received they can get the computers as soon as possible. Wade is concerned with the computer classes offered next semester. Kevin will follow up with Gavin at Academica West. Mia will follow up with Marlies as well. Wade will have the

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technology committee to get going on this order. Wade reported that the Technology committee would like to have an email address of support@earlylightacademy.org so that they can answer teacher's questions. They would also like to set up training for the teachers as well. There was discussion on email security.

- Discuss snow removal/landscaping bid – Wade explained to the board that once he started sending the bids for the snow removal Trent with Acadmeica called him to let him know that he is working on getting bids for snow removal. He asked the board to hold off until we could review the bids that Academica is getting. There was discussion on what the budget has allotted for snow removal. There was discussion on whether a volunteer can do it if they are covered under our liability insurance.
- Discuss purchase of floor mats – Wade stated that he has received bids for floor mats. There are two different bids from the NuKlean – they go out and get bids from other companies. These bids are for purchasing the mats and it would be an additional cost for the cleaning service. There was discussion on if the mats would be used only for the winter (wet) months or all the time. Wade asked the Board if they would like him to get more bids or if they want him to move forward. Kevin asked Wade to get a bid from ULine and report back.
- Discuss purchase of SMART Board – Wade explained that they are having problems the mobile SMART Board and he was told that they ordered the wrong projector – it's a wall mount kind and they will need to purchase a different projector that costs \$5,000. There was discussion on what the options are at this point. The Board would like Wade to follow up on this because and copy Jen on the emails since she was involved in the ordering. There was discussion on what the grant money covered on the order.
- Review Book Challenge Form – Jen reviewed the Book Challenge Form. There were no changes requested by the Board.
- Review and discuss the Dress Code Policy Revision B (incl. dresses) – Wade explained the two sentences that he recommends adding to the Dress Code Policy. One was regarding hooded sweaters and the other was including dresses. There was discussion on fleeces, corduroy, and shoes.
- Discuss hiring of (2) Special Ed Aides – Cindy Fontaine came in to report to the Board on the need for one to two more Special Ed aides. She explained that to be able to fully serve the students needs she would like to hire two more aides. At this time, she has no support in the middle school. She currently has 5-7 students in referral as well. Referrals are students that have been requested either by teachers or parents that they need additional help in areas. There was discussion on the process of an IEP and interventions. There is concern when an aide is absent. Cindy is recommending that we hire a couple of more aides because we have a high level of "Level C" students. All aide positions are part time. There was discussion on the budget and if the cash flow is available for this addition. There was discussion on whether there was need for additional Speech therapy hours.
- Review and discuss National Property Inspections of Utah – Wade reported that they are coming at 1:00 p.m. We have received the check with needs to be approved in the Board Meeting. This is being done so that they can move forward to purchase the building. Wade will stay until they are finished which should be about 6:00 or 7:00 p.m.
- Review and discuss Bridges Program – Mia reported that she and Wade have met with Barbara Drake and they have signed a memorandum of understanding stating that they are interested in the program. This program is run through the county and they pay for the background checks and do the training of the senior citizens. These senior citizens come to the school and help the students with reading and math. The school can do their own recruiting by putting in the newsletter so that students can have their grandparents sign up.

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- Review and discuss Logo design – Julie presented the newest logo samples to the Board. She asked for any feedback from the Board. Julie stated that she will send the files to the Board and they can print them out and make suggestions.

Julie asked about what process is taking place for Dress Code violations. She asked if we can come up with a positive incentive for the students. Kevin suggested that Wade get the faculty and staff on board with the policy and process that should be taking place. Julie is concerned with the shoe violations. It could be a safety issue. There was discussion on the safe walking route. The city has contacted Mia for hours of when students will be walking to and from school because they are getting ready to hire crossing guards.

REPORTS

- Academica West
 - Dawn reminded everyone that the CUSAP budget is due next month and should be approved in November's Board Meeting.
- PEAK Report by Melinda Poulson
 - Book Fair – Payment must come from the school and PEAK will pay the school. Checks have been made out to the school.
 - Fundraising sales at events – let's not have one at every event
 - Scheduled meeting to talk about fundraising (Mia reminder to include teachers)
 - Need a teacher representative for the fundraising committee – Wade can help find someone
 - Volunteer hours – ELA is required to turn in a report at the end of year
- Directors Report by Wade Glathar
 - Update on PE teacher – He has been told that they have found someone that will fit their schedule but they haven't contacted Wade yet. He would like to move forward as soon as he hears from the person. The price will be prorated since the person will not be here for the entire semester.
 - Liberty's Story – Displays of documents of American History. Cost is \$5,000.
 - South Jordan City Fire and Safety Night – Top poster winner was a 5th grader from Early Light Academy. She won \$100. There were other winners from Early Light as well.

OTHER BUSINESS ITEMS – (For Discussion Only)

There were no other business items.

ADJOURN 10:40 a.m. – Mia made a motion to adjourn the work session. Jen seconded the motion. Motion passed unanimously.

October Action Items

1. Budget Template for PEAK – Gavin
2. Update Zions Bank contact information to actual school address (still Mia's home address) – Brad
3. Update Dress Code Policy under accessories with Examples to include heeleys, sandals, flip flops, crocks or slippers – Julie

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