

**C.S. LEWIS ACADEMY**  
**Board Meeting Minutes**  
**October 18, 2007 – 7:30 pm**

I. Introduction

a. Welcome

Attendance:

Board Members: Reba Vest, Tracy Roberts, Lauren Ploeger, Gwen Heath (arrived late & left early), Marilyn Roberts, Kelly Carter, Karen Monsen

Principal: Jason Finch

Business Manager: Brynn Janke

Others: Reyna Killian (staff), Timothy and Suzie Oliver, Aimee Jackson (parent), David Lewis (parent), Noele Corrigan (founding parent), Lincoln Fillmore (Charter Solutions)

b. Approval of minutes

Motion and second to approve minutes – affirmative vote unanimous

Tracy educated Board in proper voting procedures. Board Chair votes only to break a tie.

II. General Status Report from Principal

Handouts: Board Update from Mr. Finch, Monthly Teacher Progress Report

a. Progress of K<sup>12</sup> Implementation

Refer to Monthly Teacher Progress Report. Discussion of curriculum – are teachers enjoying it, are students gaining mastery (working/progressing to an acceptable point)? New to the teachers, may be a little overwhelming. Trying to grasp all they need to do, Jason wants teachers to love it, not just read it. Refer to Board Update from Mr. Finch. “Highlights Board” – children receive little prize from Mr. Finch for getting their work on Chronicles of K12 Board. Explanation of Math game backpacks.

b. State Enrollment Mandates

i. Lottery/Enrollment Procedures for 2008-09

Rule and Code sent from Gary Belliston. Open Enrollment starts November 1 ends third Friday of February. Use State-approved application. If there is a surplus of applications, hold lottery. By March 31<sup>st</sup> send letters of acceptance or rejection. Parents accept or reject admission by April 30<sup>th</sup>.

ii. Application (Registration Packet) for new students

Reba will contact Marlies to determine status of State-approved application.

Application will be posted on Website...

New website should be up in the next week. Marilyn will contact Jaime and Darin to see if they will be the webmasters. PTO and Board will have direct control over their portion of the site.

State-mandated policies need to be adopted by November. Jason suggested adopting a policy to abide by all State policies to cover us. Board and Administrators need to read the laws and adopt. Also, complete tasks as outlined in handout.

Tracy suggested having a big push for enrollment. Gwen suggested working with PTO on outreach.

### VIII. Building Rental to outside group

Motion to move agenda Item VIII up for discussion. Seconded and approved.

Brynn introduced the Oliver's who want to hold their church group at the school on Sundays. Board should decide if that is a good idea. Policy drafted for outside groups to sign in agreement to take care of building, would only have keys to specific areas. Contracted use agreement for specific time that's pre-approved.

Tracy thinks it's not an unreasonable request as it happens at other schools for basketball, etc.

Jason suggested talking to Mike Marshall about special event liability.

Karen asked if the policy would stipulate a limit on number of people to ensure we don't exceed fire code.

Mr. Oliver explained they would want access to the kitchen for the fellowship dinner.

Lauren reviewed lease agreement and determined we are allowed to rent our building to generate revenue for the school. She suggested the Oliver's use the science room for the meal.

Lincoln said a fee policy needs to be adopted. He suggested \$50/hour per classroom. He suggested we adopt a simple policy to address our current needs and amend the policy later as needed.

Brynn suggested giving non-profit groups a discounted rate.

Lincoln reminded that we cannot discriminate and need a uniform fee schedule. Discussion followed regarding one-time use vs. long term usage agreements with long-term usage receiving discounted rates.

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**Policy 101807-1:** School facilities can be rented to outside parties at a rate of \$50/hour for classrooms and \$100/hour for the gym. Long-term contracts, however, are to negotiated through school representatives.

Motion: Tracy                      Second: Lauren

Vote: Aye 6 Nay 0 (Karen – Aye, Marilyn – Aye, Tracy – Aye, Lauren – Aye, Kelly – Aye, Gwen – Aye)

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Jason restated that outside party should cover their own special event liability and provide proof of insurance. Reba restated that Jason and Brynn would execute long-term usage agreements with interested parties.

### III. Status of Amendment for 7<sup>th</sup> & 8<sup>th</sup> Grades in 2009

Lincoln said the amendment request should be fairly simple. He suggested having K12 write the section on curriculum and Lincoln will complete the rest. Noele Corrigan will coordinate getting the necessary information from K12. Lincoln will prepare two amendment requests. One to increase student size and expand to include 7<sup>th</sup> and 8<sup>th</sup> grades, the other just to add 7<sup>th</sup> and 8<sup>th</sup> and keep enrollment at 350.

Discussion regarding chances of State approving expansion. Reba offered to contact Nebo School District to develop positive relationship.

#### IV. Financial Report from Business Manager

Refer to handouts in packet from Brynn. Lincoln said we are well in line, we are earning interest on our own money. Final State income numbers will be available in December at which point budget will be reworked. Federal Implementation Grant ended up being larger than expected.

Expenses: salaries are on schedule, rent expense will change significantly, but overall pretty close on projected expenses, may need to increase aide budget.

Over next 2 months, budget will be revised – reports to be reformatted for easier reading.

#### V. Facility/Lease Update

Lauren, Lincoln, and Brynn met with Scott Brand this afternoon regarding lease payment schedule and outstanding items of construction not yet complete. Pavement around school by next week, landscaping going in over next couple of weeks. Grass will wait until spring.

Original lease agreement included a sample rent schedule. Scott Brand gave us an updated payment schedule. Monthly rent increased from \$41,500 to \$45,500. Because of delay and incomplete items, this year's rent has been discounted 10%. The updated numbers include extras such as a sign and playground equipment.

Lincoln feels concessions were reasonable but that it lacked incentive for contractor to finish items by a given date. Scott will get back to us with a list of items and dates. Then we can renegotiate if necessary.

#### VI. Purchase of School Supplies from Caryl Williams

Reba's aunt, a retired teacher, is willing to sell us all of her left over school supplies for a discounted price. These supplies are currently in dozens of boxes in the kitchen and storage classroom. Books for leveled reading are included. Jason estimated the worth of these materials could be between \$10-15,000.

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**Resolution 101807-1:** Purchase school supplies from Caryl Williams for \$3,500.

Motion: Lauren                      Second: Kelly

Vote: Aye 5 Nay 0 (Karen – Aye, Marilyn – Aye, Tracy – Aye, Lauren – Aye, Kelly – Aye)

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#### VII. Charter School Association Membership

Because of our low enrollment, we should be able to join the Association for less than \$1,000/year. There are many benefits, including having a voice w/the State legislature. As a member, our school is represented and we get one vote in association proceedings. Lincoln believes it should work in the budget to join. The association recently passed a hardship clause, which would allow new schools with less than

full enrollment to join for a lower rate. Reba requested that we find out what the dues would be based on our enrollment of 190 students.

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**Resolution 101807-2:** Join Charter School Association on the condition that we pay dues according to enrollment of 190 students.

Motion: Marilyn            Second: Lauren

Vote: Aye 5 Nay 0 (Karen – Aye, Marilyn – Aye, Tracy – Aye, Lauren – Aye, Kelly – Aye)

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### VIII. Building Rental to outside group

(Moved up in agenda.)

### IX. Emergency Prep Plan

Agenda item tabled. Motion Tracy, seconded Marilyn. Vote approved.

### X. Board Education – Review Documents

Agenda item to be addressed during Board work session.

- a. Charter
- b. Bylaws and Articles of Incorporation
- c. Current Policies

### XI. Board Education – Book Assignment

Book distributed to each board member and to principal.

- a. “Boards that make a difference,” John Carver
- b. Read by November board meeting

### XII. Adjourn

Board Executive Session to be held Tuesday, October 23<sup>rd</sup>, 7:15 pm to discuss issue of employee competency.

Board Work Session to be held Tuesday, October 30<sup>th</sup>, 7:15 pm to review Charter and other documents.

**C.S. LEWIS ACADEMY**  
**Board Meeting Minutes**  
October 23, 2007 – 7:15 pm

I. Introduction

a. Welcome

Meeting called to order at 7:30 pm

Attendance:

Board Members: Reba Vest, Lauren Ploeger, Marilyn Roberts, Kelly Carter, Karen Monsen

Principal: Jason Finch

II. Executive Session

Motion by Kelly to move into closed executive session, seconded by Marilyn, approved unanimously.

Discussion of employee competency.

Invite in Jason Finch to discuss course of action.

Progress to be reported during a closed executive session during November Board meeting.

III. Adjourn

Motion by Marilyn to close executive session, seconded by Kelly, approved unanimously.

Meeting adjourned at 9:00 pm.