

**C.S. LEWIS ACADEMY**  
**Board Meeting Minutes**  
**August 16, 2007 – 7:00 pm**

I. Introduction

a. Welcome

Board Attendance: Reba Vest, Noele Corrigan, Lauren Ploeger, Marilyn Roberts, Gwen Heath

Others in Attendance: Lis Nauta, Missy and Nick LaBuda, Joe and Sherry Alvarado, Floyd Pando, Chris and Brenda Lee, Reyna Killian, Teressa Aitken, Kelly Carter, Karen and Jim Monsen

b. Approval of minutes

Noele motion to approve, Gwen seconded   Vote: Aye 5 Nay 0

II. Policies and Procedures

a. Discipline Policy

Reba motion to approve Think Time in class discipline policy, Gwen seconded   Vote: Aye 5 Nay 0

b. Safety Policies

i. Emergency Plan

Reba motion to approve plan as included in Student Handbook, Marilyn seconded       Vote: Aye 5 Nay 0

ii. Pick up/Drop off Procedures

Lauren motion to approve procedures as included in Student Handbook , Reba seconded   Vote: Aye 5 Nay 0

c. Other

None

III. Technology Needs

Brynn Janke (business manager) reported she is currently looking for best options

a. Tech support

Recommend we look for someone for as needed basis – possibly a parent volunteer – maybe send a note home

b. Firewall protection for computers

IV. Budgetary Matters

a. Full-day Kindergarten

Report that as we examined the budget we found that we will not need to charge for the full-day class.

Discuss moving the pm class to am, therefore having 2 morning kindergarten classes – level all K in math and reading; may be need to share smartboard   Reba motion, Marilyn 2<sup>nd</sup> – Vote: Aye 5 Nay 0.

b. Mileage expense

Discuss how much we will reimburse for mileage when personal vehicles are used for school purposes. Typical non-profit amount is 15 or 18 cents. Standard Federal amount is 48 cents. We should choose something in between. This will cover expenses such as delivering fliers, picking up furniture, teacher training, director's meeting, etc. Noe motion to use 25 cents per mile, Reba seconded – Vote: Aye 5 Nay 0.

## V. Outreach Update

Reba reported that our outreach plan has been working but we have one last event for which we need a big showing – Payson Onion Days Parade. Then we will need to reshift our focus once we are in the building since we still need more students. We will have tours of the building but word of mouth is still most effective.

Lauren gave update on building – shooting for Sept 4<sup>th</sup> – could be the 10<sup>th</sup>. We will need to have a big furniture cleaning/moving party – we will need people, trucks, and trailers.

## VI. Committee Reports and Updates (as necessary)

Lunch: Reba reported what we would need in our kitchen in order to serve catered or hot lunch. For catered lunch, we need a floor drain, a 3-basin sink, and a separate hand wash sink. Currently, we have the drain but only one 2-basin sink. For hot lunch we would need to add an oven with a special pipe vent instead of a hood.

Furniture: In addition to furniture needs stated earlier, we have furniture arriving on Wednesday and we will need help unloading.

Website: New site is looking great but we need to do a few last things and pay for it – it should be up and running soon.

## VII. Other

Need to make a list of Notes we need to send home the first day or so of school. (Since not everyone has and reads email and phone calls are time consuming.

## VIII. Public Q & A