

C.S. LEWIS ACADEMY
Board Meeting Minutes
April 9, 2008 – 7:30 pm

I. Introduction

a. Welcome

Meeting called to order at 7:40 pm.

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

Board Members absent: Gwen Heath

Others present: Jason Finch, principal; Brynn Janke, business manager; Jessica Anderson, PTO/parent

b. Approval of minutes

Motion: Tracy Second: Kelly Vote: Aye 5 Nay 0

II. Report from Principal

a. Enrollment Status

b. Staffing Status

c. Dress code

d. Math Leveling Progress

See handouts: General Status Report, Enrollment lists, Parent Code of Conduct, Teacher's Progress, Leveled Math progress, DIBELS, 2008-09 Daily Schedule, Spelling Progress.

- Discussion of Parent Code of Conduct: 1) Issue with students being picked up late (up to an hour after school), parents need to agree to pay "late fee" for after school child care if later than 20 minutes after final bell, for this year send note encouraging timely pick-up; 2) How does this agreement compare to the one already in the registration packet? Jason was unsure. Both need to be updated to show 40 hours for volunteering.
- Review of enrollment status: 1) Kelly asked about teacher request. Jason explained that teachers will collaborate to place students in the best place; parents can provide input.
- Staffing: 1) Cannot use "Dual Immersion" terminology. Ms. Torrejon will be a bilingual teacher. 2) Discuss justification for having a second class per grade. (37 students – Brynn to clarify with Lincoln.) 3) Discussion of work agreements w/existing teachers.
- Distribution of pacing progress. (Need to be careful reading too much into it in order to avoid judgements of employee competency.)

- Distribution of Math leveling progress. Explanation from Jason on students who move up need to master skills to show they have “caught up” to where the next group is.
- Dress Code: Need to reiterate to teachers the need to use infraction forms so that they are reported to the office. Specific infractions are left up to principal not the Board to handle.
- Distribution of other handouts. No specific discussion

III. Report from Business Manager

Skip to Items IV-b and IV-c.

Review and discussion regarding playground and sign options, preferences, and costs. Board likes metal letters on the building spelling C.S. Lewis Academy and a marquee sign in front of the school next to a flagpole. Estimated cost about \$4,500. Remainder \$36,500 for playground. First choice: Great Western #1. Second choice: Blue Sky #2.

a. Budget Update

See handout.

Essentials only through June. Next year will also be tight especially if Federal money does not come through.

b. Facilities Update

Nothing reported.

IV. Proposals

a. School Lunch Catering

Brynn suggests accepting proposal from Anthony Stephens for catering and joining Federal school lunch program; however, we will need to wait until May or June for budgetary reasons.

Resolution 040908-1: Table item IV-a until later Board meeting.

Motion: Marilyn Second: Tracy

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

b. Playground

Resolution 040908-2: Brynn to negotiate purchase of playground by offering \$36,500 to Great Western for Option #1. If not accepted, propose same amount to Blue Sky for Option #2.

Motion: Tracy Second: Karen

Discussion: none

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

c. Sign

Resolution 040908-3: Brynn to negotiate purchase of signs – metal letters spelling C.S. Lewis Academy for \$1,000 and marquee for \$3,500. If one place will not offer both prices, purchase from two companies according to bids presented.

Motion: Tracy Second: Karen

Discussion: none

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

d. Library

Handout and discussion led by Jessica Anderson. Only \$1,000 in budget for library. Top priorities are bookshelves and cataloguing system.

Cataloguing system: Home library software only \$100, but would it meet our needs? Would time be spent entering everything only to find we need the better system?; School software ranges between \$1,500 - \$3,000.

Home built bookshelves are the way to go – put budget money toward shelving.

Need to have specific fundraisers this summer for the library – i.e. big summer yard sale. Need between \$5,000 - \$10,000 to make library ideal. Tracy offered assistance in looking for corporate sponsors to fund our library.

Resolution 040908-4: Use \$1,000 budget to purchase home library software for \$100 and use the remainder for Josh Anderson to build as many bookshelves as possible.

Motion: Kelly Second: Tracy

Discussion: Concern over spending money, but more importantly time entering all the books into the system, on cheap software that may not meet our needs.

Amended Resolution 040908-4: Use \$1,000 budget to purchase materials for Josh Anderson to build as many bookshelves as possible.

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

V. Amendment Status

a. School Enrollment Increase for Grades 7-8

Presented amendment request in front of State Charter Board on March 20th. Decision is pending. State Charter Board will make notifications at April 21st meeting.

b. Grade Configuration Change for Grades 9-12

Amendment request hand delivered on April 1st. Should be on agenda for presentation to State Charter Board on July, August, or September.

VI. Schedule

a. Summer Board Meetings and Planning Sessions

Keep monthly Board meetings on third Thursday at 7:30 pm. Incorporate planning sessions into Board meetings. Discuss Chapter 4 – Executive Limitations at June meeting and something else in July.

b. Other State meetings and conferences

State Charter School Conference @ UVSC – June 16-17. Encourage Board’s attendance.

Board Retreat - ?? To be discussed and scheduled later.

VII. Closed Executive Session (if necessary)

None.

VIII. Adjourn

Excuse Tracy

9:30 pm Move to adjourn

Motion: Marilyn

Second: Karen

Vote: Aye 5 Nay 0