

C.S. LEWIS ACADEMY
Board Meeting Minutes
September 10, 2008 – 7:30 pm

I. Introduction

a. Welcome

Call to order at 7:45 pm.

Board Members Present: Reba Vest, Tracy Roberts, Lauren Ploeger, Gwen Heath, Karen Monsen, Kelly Carter, Lena Barney

Others present: Nadia Church (secretary) and family, Diane Hill (admin asst), Rhiannon Lind (K12 coordinator), James Madsen (janitor), Diane Samudio (PTO-president), Heather Davis (PTO), Noele Corrigan (PTO), Marilyn Roberts (PTO), Sheila Watkins (5th grade teacher), Holly Kunkel (1st grade teacher), Brynn Janke (business manager)

b. Approval of minutes

Approval of minutes from August 13 and August 19 board meetings.

Motion: Tracy Second: Gwen Vote: Aye 6 Nay 0

II. Board Elections

CAO: Nomination: Tracy Motion/Second: Reba/Gwen

Nomination: Reba Motion/Second: Tracy/Karen

Discussion: Current officers doing a good job. School at critical time, starting second year, seeking expansion. Should new officers be elected? Consensus – continue with elections.

Vote by ballot: **Tracy Roberts**

VP: Nomination: Reba Motion/Second: Lauren/Karen

Nomination: Kelly Motion/Second: Reba/Lena

Vote by ballot: **Reba Vest**

Sec: Nomination: Lena Motion/Second: Reba/Gwen

Secretary: **Lena Barney**

Treas: Nomination: Lauren Motion/Second: Reba/Gwen

Treasurer: **Lauren Ploeger**

III. Report from Principal's Staff

a. Office Overview

Presentation by Diane Hill. See handout. Office needs help – coordinate w/PTO.

b. Enrollment Status

Presented by Nadia Church. See handout. Current number of students = **266**. Need to get word out to get more students by October 1st. Reba to contact existing families regarding recruitment contest.

c. K12 progress report

Presentation by Rhiannon Lind. Weekly submittal of lesson plans making a big difference. Explanation of Scranton assessment. Ability grouping for math and reading should be in place by end of month.

IV. Report from Business Manager

a. Website Update

Presentation by Brynn Janke. Sneak peek at new website in progress. Phil Kersh doing an excellent job. Brynn will email temporary address for site to board for review and comment.

b. Budget Update

Update from Reba and Brynn on meeting w/Scott Brand regarding lease. He will try and see if there is anything else they can do to help us. We really need more students as budget is ultimately dependent on October 1st count. There is a strong reality that the budget is in enough jeopardy that the school may have to close. The drop in enrollment from 293 to 266 equates to approximately \$135,000 in revenue. Should we contact families who have left and try to get them back? Currently, the sixth grade only has 24 students – does not justify 2 classes – one teacher costs about \$45,000.

V. Renew Amplus Contract or Bring In House

Janitorial Service – see handout w/three quotes.

Resolution 091008-1 Bring janitorial services in house. Brynn to advertise for position. James strongly encouraged to apply.

Motion/Second: Reba/Kelly Vote: Aye 6 Nay 0

VI. Director Performance Pay Plan

See handout. Still has errors. Should we add attendance section? – currently no oversight. Wage agreement to be amended for leave time and to include performance pay. Reba will revise.

Resolution 091008-2 Add attendance section to director performance pay plan.

Motion/Second: Reba/Karen Vote: Aye 6 Nay 0

Should we change enrollment section? Enrollment committee under PTO should fall under director. Therefore, no change.

VII. Adjourn

Close meeting at 9:30 pm. Motion/Second: Kelly/Reba