

**C.S. LEWIS ACADEMY**  
**Board Meeting Minutes**  
**January 17, 2008 – 7:30 pm**

I. Introduction

a. Welcome

Meeting called to order at 7:46 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; Sidney Armstrong, faculty/parent; Brynn Janke, business manager; Lincoln Fillmore, Charter Solutions; Noele Corrigan, PTO/parent

b. Approval of minutes

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

II. Report from Principal

a. General Status

**See attachment**

Math discussion: use of Math Options in lieu of leveled math study to bring students up who are significantly behind – use special ed aides to implement 60-day trial program

Reading discussion: explanation of reading groups

K12 update: Reba requested pacing guide to show progress by grade

Daily schedule: propose increase for next school year – item to be discussed at a later work session with Board, administration, etc.

**Schedule work session: Wednesday, February 6, 2008 7:30 pm**

b. Attendance policies and procedures

Some students' education is suffering due to high absence rate – need for attendance policy. Jason putting together policy for Board to approve next month. Later in meeting Lincoln offered his help as he has many policies already written

c. 2008-2009 Calendar and school schedule

Comparison of proposed calendar to Nebo District calendar. Reba questioned length of spring break.

Jason explained extra teacher development days at the beginning of year. Board decided to discuss

calendar further at work session on Feb. 6<sup>th</sup> then approve calendar at February Board meeting, then submit to State.

d. Enrollment Status for 2008-09

Jason did not have exact numbers with him. Reba reported that K-3 all need about 12 more students each for two full classes, 4-6 need 20+ for two full classes. Filling 6<sup>th</sup> grade not as crucial now since we were approved for 7<sup>th</sup> grade next year and 8<sup>th</sup> the year after with no additional students.

e. Lottery process and procedures

Discussion of how lottery works – kindergarten is tricky since so many people request full-day – therefore, all kindergartners will be assessed into low, some, and at risk categories – each class will get % of each

Lottery will be run at February Board meeting – Lincoln suggested the use of lottery software, he'll look into getting use a good deal

f. New Registration packets

FYI – will be sent out after lottery

g. Application Received Letter to parents

III. Financial Report from Business Manager

**See attachment**

Lincoln passed out updated budget; notified Board that we have been approved for loan totaling \$125k which help to close gap in budget; plans to submit application for Daniels grant

Explanation of budget deficit: high expenses – facility 31% and administration (even though we are a smaller school, we still need office staff; K12 also adds some admin costs)

Being approved for 7<sup>th</sup> grade is good news – need at least 280 students next year

Lincoln suggested some places to trim budget: curriculum and materials (~\$15,000); computers and software (~\$5,000); lease (meeting with Scott Brand on Tuesday – hoping for one month knocked of rent ~\$41k)

Lincoln also said he had some fundraising suggestions for the PTO

**Closed Executive Session – Employee Competency**

8:55 pm Move to closed session to discuss human resource deployment based on employee competency

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

Invite Brynn, Lincoln, and Jason to stay

9:30 pm Tracy had to leave, quorum of 5 still present

9:40 pm Move to conclude closed session Motion: Lauren Second: Kelly Vote: Aye 5 Nay 0

#### IV. Purchasing Proposals

Brynn reviewed the purchasing proposal and gave revised recommendations based on earlier budget discussion: Floor Mats: Continue service with UniFirst for remainder of school year, ~\$300, then reevaluate; Blinds: Better Blinds on south end of building only, ~\$1000; Computers: MAS computers.

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**Resolution 11708-1:** Approval of purchases according to Brynn's recommendation above.

Motion: Marilyn            Second: Karen

Discussion:     none

Vote: Aye 5 Nay 0

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**Resolution 11708-2:** Approval of purchasing books as ear marked in budget.

Motion: Kelly    Second: Marilyn

Discussion:     none

Vote: Aye 5 Nay 0

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#### V. Report from Board Members

##### a. Committees

Faculty: Reba – creating survey for parents to “evaluate” teachers

Outreach: Gwen (reported by Reba) – flier to be sent out in February, weekly press releases

Literacy: Karen – she feels like she needs direction, suggested referring to Charter

Discipline/Dress Code: Marilyn – brief discussion regarding the purpose of these committees – not to create but to enforce existing policy

Curriculum: Lauren – nothing to report

Accountability: Kelly – coordinating w/Jason; teachers using character education

Safety: (reported by Reba and Kelly) – working on production of flipcharts and posting evacuation plan in classrooms; planning to refine safety policies one per month; brief discussion regarding safety issues during drop-off and pick-up

##### b. Assignments

Nothing reported.

#### VI. Schedule Meeting for Preparation of Expansion Presentation

No need for this agenda item after today's State Charter School Board Meeting. CSLA amendment for grade reconfiguration with no additional students for 7<sup>th</sup> grade in fall 2008 and 8<sup>th</sup> grade in fall 2009 was approved.

## VII. Board Education

- a. John Carver books
  - i. Reading Schedule
  - ii. Work Session Schedule

Board will start with Executive Limitations – conduct a work session in March – Reba will figure out what we need to read in addition to Chapter 4. **Friday, March 14<sup>th</sup> 11 am, Lauren’s house**, potluck lunch

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**Resolution 11708-3:** Reschedule April Board meeting to Thursday, April 10<sup>th</sup>, 7:30 pm.

Motion: Lauren            Second: Marilyn

Discussion:    none

Vote: Aye 5 Nay 0

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## VIII. Adjourn

10:20 pm Move to adjourn            Motion: Lauren Second: Reba    Vote: Aye 5 Nay 0