

C.S. LEWIS ACADEMY
Board Meeting Minutes
May 15, 2008—7:30 pm

- I. Introduction
 - a. Welcome
 - i. Quorum of five—Tracy Roberts (Vice President) and Lauren Ploeger (Secretary) absent. Brynn Janke (Business Manager) taking minutes.
 - ii. Quorum of six—Tracy Roberts arrived shortly after
 - iii. Others present: Jason Finch (Principal/Director), Lincoln Fillmore (Charter Solutions), Brynn Janke (Business Manager), Christie James (parent) and Becky Hill (PTO).
 - b. Approval of minutes
 - i. Marilyn Roberts: Motion to approve minutes
 - ii. Karen Monsen: Second
 - iii. Aye—5, Nay—0
- II. Report from Principal
 - a. Enrollment status
 - i. Principal offered brief enrollment report: the school is losing students for next year due to people moving, people pulling students because they didn't get into FTK, gas prices rising.
 - b. Staffing Status
 - i. Almost full staff. Discussion on which teachers are teaching where, and how we are currently justifying the new hires based on limited enrollment.
 - c. Site Visit from State
 - i. Board referred to handout
 - ii. 12 pages of laws and standards, and we met every standard.
- III. Report from Business Manager
 - a. Budget Update
 - i. Board referred to handout
 - ii. Offered an update. Our budget is locked for the remainder of the fiscal year. Can't spend any more money.
 - b. Facilities Update
 - i. All outdoor items will be done in about two weeks.

- c. Health Benefit Update
 - i. Renee won't have new numbers until next Board Meeting. We will probably need to have the same benefits package as this year—sort of skimpy.
- d. Budget 08-09 Discussion—Maybe Vote
 - i. Board referred to handout
 - ii. Lincoln Fillmore (Charter Solutions) offered update: the budget next year looks unfriendly. Gave highlights of the proposed budget, suggested revenue sources, suggested cuts to the budget. Board may discuss, Charter Solutions will make draft changes, and final approval of 08-09 budget will be voted on in June. Board asked a few clarification questions.
 - iii. Board set up budget planning session for next week: May 28, 2008 at 7:30 pm in the Spanish Room. Lincoln Fillmore and Brynn Janke will bring additional revenue and expense information.
- e. Performance Pay Discussion
 - i. Board referred to handout
 - ii. Four Elements for offering increase to teacher salary or merit bonuses:
 - 1. Impact on student learning
 - 2. Excellent teaching practice
 - 3. Professionalism and leadership
 - 4. Parent Satisfaction
 - iii. Board will discuss and vote on this next Board meeting
- f. Payroll Bids—Vote
 - i. Board referred to handout
 - ii. Tracy Roberts: Point of Order—can we legally discuss company bids openly?
 - iii. Brynn Janke: Response—unless Board has previously adopted a policy that bids are discussed in a closed session, public pricing information is appropriate to discuss; additionally, the Board we discussed and voted on bids at the April Board Meeting.
 - iv. Kelly Carter: Motion to terminate Pay Choice services and have Charter Solutions train Brynn to carry out payroll in-house
- g. Grounds Maintenance Bids—Vote
 - i. Board referred to handout

- ii. Brynn Janke offered new information from Amplus (current janitorial contract, contracted until September): Since Amplus offered us the grounds without changing the current contract, we don't need to vote on it. We just need to purchase some inexpensive secondhand equipment.
 - h. Charter Solutions Agreement—Vote
 - i. Lincoln recommended not voting on it today until after budget planning meeting
 - ii. Marilyn Roberts: Motion to table
 - iii. Aye—6, Nay—0
 - i. Salary/Wage Payment Schedules for 08-09—Vote
 - i. Lincoln Fillmore recommended not voting on it today until after budget planning meeting
 - ii. Marilyn Roberts: Motion to table
 - iii. Karen Monsen: Second
 - iv. Aye—6, Nay—0
 - j. Attendance and Expulsion Policy (have we adopted the employee handbook?)—Vote
 - i. Discussion
 - ii. Marilyn Roberts: Motion to table
 - iii. Kelly Carter: Second
 - iv. Aye—6, Nay—0
 - k. School Lunch Revisit (won't cost us anything)—Maybe Vote
 - i. Discussion: need to see what other options are out there before we get into a contract, ask for a sub-clause that allows us to get out of the contract if the food isn't good or the service isn't good, etc.
 - ii. Karen Monsen: Motion to table
 - iii. Gwen Heath: Second
 - iv. Aye—6, Nay—0
- IV. Proposals
 - a. Bus—Tamara Atkin
 - i. Tamara Atkin didn't come to the Board meeting
 - ii. Reba Vest Vest: briefly summarized Tamara's concerns and ideas

- iii. Discussion by Board: liability, time for pickup, bus safety, plausibility, financial constraints
- iv. Informal agreement that the school can't afford to offer a busing program

V. Policy

a. In-school advertising of personal business

- i. Gwen Heath summarized the previous conversation she had with Margarita
- ii. Board discussion: probably not appropriate to do advertising unless it makes money for the school or is geared toward kids.
- iii. Reba Vest referred Board members to handout: proposed draft policy
- iv. Gwen Heath: Motion to adopt advertising policy: any advertising through the school must be met with administrative approval and/or an in-kind donation
- v. Tracy Roberts: second
- vi. Aye—6, Nay—0

VI. Amendment Status

a. School Enrollment Increase for Grades 7-8—Approved

b. Reba Vest summarized

VII. Board Positions and Meeting Schedule

- a. Reba Vest: the suggestion has come up that Marilyn Roberts would like to remove herself from the Board so she can be the PTO Vice President for the 08-09 school year. That means the Board needs to decide the following:
 - i. May she go?
 - ii. Who will replace her?
 - iii. Will the replacement complete her time (2 years), or renew the position as a 5-year slot?
 - iv. Can Marilyn still come to the Board Meetings to offer a voice and support?
- b. Discussion: the Board is already strong, and the PTO needs strong people to influence the school directly, Tracy can move into her position.
- c. Informal agreement that the Board will reluctantly accept her resignation so she may serve in another capacity; her resignation will be effective at the time that a new Board Member is appointed to her position. Additionally, Tracy can fill Marilyn's position for four years, and his position will open up for a one year completion term.

- d. Board Meeting schedule over the summer: informal agreement to hold Board Meetings on the second Wednesday of every month, starting Wednesday, June 11, 2008.
- e. Board discussion: Reba Vest discussed skipping July Board Meeting in exchange for a retreat and Board planning session to discuss policy governance. In order to do this, the June Board meeting would need to wrap up all tabled items. The retreat will be July 11-12.
- f. Board discussion: Outreach committee includes all founders, and the Board must schedule a meeting in order to increase enrollment by June 30, 2008 (one month). Informal agreement to meet May 22, 2008 at 11:30am at Kelly Carter's house, have a potluck, and discuss advertising and promotions / enrollment increase.

VIII. Closed Executive Session

- a. Wage Increase Discussion—Vote
- b. Gwen Heath: Motion to move to a closed session
- c. Marilyn Roberts: Second
- d. Invited to closed session: Jason Finch and Brynn Janke
- e. Aye—6, Nay—0
- f. Tracy Roberts: Motion to move out of Executive Session
- g. Kelly Carter: Second
- h. Aye—6, Nay—0

IX. Adjourn

- a. Marilyn Roberts: Motion to adjourn
- b. Kelly Carter: Second