

C.S. Lewis Academy
Governing Board Meeting Minutes
July 8, 2009

CALL TO ORDER at 7:31PM

PRESENT -

PLEDGE OF ALLEGIANCE

INVOCATION/INSPIRATIONAL THOUGHT – Jason Finch

CONSENT AGENDA – no consent agenda available

- Approval of minutes
- Bills
 - June expenses \$
 - YTD expenses \$

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS – Diane Samudio – to bring to the board's attention the great work that Director, Jason Finch does. 'Good Will' for the school comes in the name of Jason Finch. He interacts with parents and children well – everyone loves him; enrollment is a big concern and she believes he keeps students at the school. He is at the school around the clock and always working hard. She would like to see a high priority placed on getting him some help for next year so he can function at a better level. She wants the board to understand how valued he is to the parents. Positions were approved at the last board meeting. Mr. Finch's evaluation will be presented to him in the next week.

FORMAL PUBLIC HEARINGS

REPORT OF PTO (Parent Teacher Organization) – Marilyn Roberts - nothing to report

UNFINISHED BUSINESS

- Marketing/ Enrollment/ Outreach Updates –

Sammy finishing fliers this week need to assign areas for door knocking; need to find out about solicitor's license in Payson City. We should target Spring Lake more this year – has really never been done; Gwen – finishing up bookmarks, will be distributed at local libraries; Reba – coordinating parades – Lena in charge of Santaquin parade & booth, getting volunteers & coordinating – Diane Samudio to coordinate Santaquin children's parade, Jason in charge of Payson – Diane Samudio to find out details on booth at Onion Days – think it may be too late to get one, school has started already at that point; will hand out pencils at parades. Jim Orton will go door to door with fliers – Jason will send registration packet & intent to register forms to Reba, will be taken door to door with fliers;

Open houses every Tuesday from 7:00 to 8:00 until August 11th – Lauren coordinating. A couple concerns with only having board members at the open houses because they don't know as much about smart boards, etc. Would like to have at least 2 people at each open house, prefer that one be a teacher. Mrs. Watkins & Mr. Laird will both attend the next 4 weeks and will each earn one comp day. Approved by board, authorized under policy governance by director. Because Mr. Finch is the front man, it is always better if he is there. Email sent to all families informing about the open houses, inviting them to bring friends & neighbors. Goal is to get people to come to the school so we can give them information so they can enroll. Phone isn't always answered – voicemail not working, Lincoln will resolve this problem.

NEW BUSINESS

- Policy Governance Meeting scheduled for Thursday July 30th from 2:00 – 7:00 to complete policy governance items.
- Officer elections – forego until next board meeting. Discussion to change President on an annual basis to allow all members the chance to fill the position.
- Performance Pay – Lena - Motion to approve distribution of performance pay in the amount of \$14,400, second by Karen, unanimous approval. Will be distributed to teachers shortly.

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

- Director – will present the board with job descriptions for director, 2 new positions, and Nadia's position

Current enrollment 386

Considering changing approved positions from two ¾ time positions to one full time and one ½ time position. Will increase coverage for the school by one hour per day. Has had trouble finding two ¾ time people. Board's concern is that we reduce the strain on Mr. Finch, not have additional duties taken over by him. Policy governance allows Mr. Finch to make these decisions as long as he stays within approved budgets.

ChallengeFoundation.org – interested in sponsoring CSLA - \$100,000 per year for three years, would have a presence on the board, board is interested in finding out more – each member will research this month and discuss more next month.

- Business Manager – Lincoln – Has submitted school's annual budget report to the state, includes totals, not itemized priorities
 - Introduction of new business manager, Sharon Martinez; she has HR background, will office at CSLA 40 hours a week, giving the school more access to her; she will work on school business 25 hours per week and Charter Solutions business 15 hours per week; working on benefits structure for employees – there would be two tracks to choose from, should be finalized July 9th.
- Report of President – Audio enhancement – the price is under contract with the co-op price & is good until 6/30/10, so we need to finish the install by the end of the year. We will be able to install 9 classrooms for \$10,170. Will move forward with this – Jason will coordinate which classrooms will be installed.

REPORTS BY PRESIDENT AND BOARD MEMBERS

ADJOURNMENT – Reba Motion to adjourn, seconded by Lena 8:40PM

SUMMARY:

Jason will send job descriptions to the board for director, two new positions, and Nadia. Jason will send registration forms and intent to register form to Reba, will sign up for and coordinate volunteers for Payson's Onion Days Parade

Lincoln will take care of setting up voicemail and call forwarding

Lena & Tracy will write up director's review, review to be held July 21st at 6:00PM.

Lena will sign up for and coordinate volunteers for Santaquin's Orchard Days Parade & craft booth

Diane will coordinate volunteers for Santaquin's Orchard Days Children's Parade, will find out if we can still get a craft booth for Onion Days

Approved by unanimous vote to disburse \$14,400 to teachers for performance pay.