

C.S. Lewis Academy
Governing Board Meeting
August 12, 2009
7:30 P.M.

Present – Mariah Hawes, Wendy Larsen, Kelly Carter, Sharon Martinez, Jason Finch, Reba Vest, Lauren Ploeger, Tracy Roberts, Karen Monsen, Lena Barney, Gwen Heath arrived later

CALL TO ORDER – 7:41pm

PLEDGE OF ALLEGIANCE – Lena

INVOCATION/INSPIRATIONAL THOUGHT - Tracy

CONSENT AGENDA

- Approval of minutes
- Bills
 - June expenses \$75,534
 - July expenses \$222,435
 - 2009-2010 YTD expenses \$222,435

Unanimous approval of the consent agenda.

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS – None.

FORMAL PUBLIC HEARINGS – None.

REPORT OF PTO (Parent Teacher Organization) – Marilyn Roberts has resigned, Lis Nauta president. Missing Vice President 11/21 is the peddlers market, 2/26 Literacy Festival – at this point these are the only two fundraisers planned this year. Friday 8/14 PTO orientation for staff from 1:00-2:00; Back to School night selling hot dogs, chips, etc. requesting \$25 per family fee donation; Would be good to sell shirts then, not sure where we are with the design – Gwen will give update.

UNFINISHED BUSINESS

- Portables Update – no electricity or internet, temporary occupancy permits – so we can start setting up furniture, electricity early tomorrow, ramp & stairs will be finished tomorrow; Scott was going to be here to give an update, but couldn't be – he can be available for conference call – determined we don't need to talk to him; discussed installing A/C in server room because transformer will generate a lot of heat. They thought it would not be an issue. Possibility of cutting out the door to install a vent. We are at about \$12,000 in add-ons. Hallway a little bit too small for handicap access to bathrooms. When the portables were in St. George, they were considered temporary and not to code. We were required to have them as permanent to have the pipes run for internet & bathrooms and so the city has required them to be to code. We have not received a contract for the portables – there will likely not be the late fees of \$50 per day as initially discussed. Tracy concerned that we keep a good working relationship. Scott has indicated he is working on it. Initial costs were to be absorbed into the lease. All add-ons should be absorbed into the lease as well. We will be paying extra lease costs until we purchase the building.
- 4th Grade Class Size – last known 58 students, 56 2nd, 25 7th grade – still at 399 enrollment. Under policy governance it is Jason's decision to make. Charter requires 25 students per class. Suggestions move ½ day Kindergarten teacher to full day and move teacher to 4th grade, combine 3rd/4th class. Are some of these students assumed to be enrolled, but not confirmed? Mariah Hawes volunteered to call all families to determine if they will be attending. If we went 1 or 2 students over the 25 in a desperate situation, we might be able to do it, but can't go against the charter. Enrollment numbers are for the school as a whole to support the number of teachers we've hired already. Board can't give the director an unwinnable situation – the board has given two options that could work. This is not an unwinnable situation. Siblings are given preference. New parents have seemed ok with larger class sizes. Kindergarten classes are well above the class sizes of 17. The reason that a lot of people attend charter schools are for the smaller class sizes. Some parents may pull their children if the class sizes are too large. There will be a reduction in enrollment numbers – historically there have been about 50 fewer students on the first day of class. Mariah will get volunteers to call all school families to determine who is attending – call to invite them to the open house – 217 households. Teachers have seen the lists with numbers – Jason will communicate that numbers are still changing.
- Marketing/ Enrollment/ Outreach Updates – Santaquin Days booth – low turnout in the park, a few families who already attend stopped by, talked to a few new potentials. Onion Days – will be in the parade, no booth. Mailers were sent out, second mailer may go out. Parades, booths show that we are a part of the community, but not sure it really attracts new families.
- ChallengeFoundation.org – took 2 minutes to read what was on the website, no real information available. There was an email address to contact for more information. When they talked to Jason this summer, they told him that they'd contact us. We can wait for them to contact us and present to the board what is involved.

NEW BUSINESS

- Officer elections – Tracy will be stepping down from the board (remaining 3 year term) – still very committed to the school, doesn't have the time to commit to the board; Mariah & Wendy will count votes. Chair – nominated Lena & Karen, Karen elected – Tracy suggested that the chair position be a 2 or 3 year position – bylaws state two consecutive terms; Vice Chair – Reba – unanimous; Secretary – Lena – unanimous; Treasurer – Lauren – unanimous. Karen will take over Tracy's remaining 3 year term and the replacement board member will take the remaining 1 year of Karen's term.
- Policy Governance Adoption – Reba - motion to adopt all 3 quadrants as they now stand, second by Lena, unanimous consent.
- School Lunch
 - Lunchboxers.com & Jason's Deli gave proposals. Lunchboxers.com better proposal. Very user friendly – can go online and select lunches & pay online. Microwaves, etc will still be available for home lunch. Free & Reduced lunch program will be up & running a few weeks later. For paying students it will be available the first day of school. Some people do not attend CSLA because they qualify for free & reduced lunch and can't get it here. This will be a great draw for the school.

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

- Director – 217 families, 398 students enrolled, 9 new hires, Goals & Calendar submitted. Wage agreement hasn't been signed. A few items to review. Will go into executive session to review with the board. Several non-financial reports last year were missed & never submitted. Will incorporate report due dates into the monthly report. 18 classroom teachers total.
- Business Manager – Sharon – Paid rent on 7/1 and 7/27 so it looks like July bills were paid twice – this is why July's expenditures look so high; Also merit pay, many large purchases to get school up & running. Didn't prepare budget/ YTD report. Bank balance \$250,813. State financial audit completed – went very well. Current administration giving money to schools – audit process for earmarked money needs to be spent exclusively on that item. Can anticipate additional audits of those funds – need to have complete transparency. Setting up new payroll system which will be online Sept 5th direct deposit for all. Need time keeping system to track special ed hours – if individuals do different tasks, need special ed hours tracked separately from other school items. HR/benefits – health/cafeteria plan sign ups, will be conducting sexual harassment class Monday.
- Report of President – When we go into executive sessions, we need to be recording them – they are discoverable (can be subpoenaed into a court session). Issues – doing too much business over email. Tracy feels it is highly illegal. Email can only give information, need to discuss in board meetings – do not approve anything over email, don't conduct business over email. Emergency meetings only called by the chair, unless chair is unavailable. Be very careful when calling emergency meetings – only when the sky is falling. Need to be careful when they are called. Only call when truly emergency. Tracy apologized for Reba needing to take over when he was unavailable and for any offense given. Planning meetings were called in July and were necessary to get policy governance in place. Jason is our expert and he has been taking care of business.
 - Director's Wage Agreement – need to address questions, meet with Jason to determine issues. Can meet later to discuss.

REPORTS BY PRESIDENT AND BOARD MEMBERS

- Reba – teacher training 8/14, Lauren get to know you game, Reba – family feud dress code game, Karen introduction, Lena – Policy Governance, include procedure for concerns (go to Jason); Tracy – why K12 is important, Holland code survey – get to know personalities – revealing to know how people think, website stuff, art & history; Lauren – wonders of CSLA; Gwen – lunch

PETITIONS AND COMMUNICATIONS

EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)

EXECUTIVE SESSION (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)

ADJOURNMENT 9:20pm

SUMMARY:

- Mariah Hawes will coordinate calling all families to determine who is attending
- Future Director's Reports will include report due dates on calendar
- Policy Governance 3 quadrants adopted
- Lunchboxers.com will be available this school year