

C.S. Lewis Academy
Governing Board Meeting
September 9, 2009
7:30 P.M.

CALL TO ORDER 7:34PM – Present Tony Hansen, Kristi Hansen, Amy Kersh, Lis Nauta, Sharon Martinez, Jason Finch, Sheila Watkins, Reba, Lauren, Karen, Sammy, Carla, Lena arrived late at 7:45, Gwen arrived late at 7:54

PLEDGE OF ALLEGIANCE

INVOCATION/INSPIRATIONAL THOUGHT – Carla Heesch

CONSENT AGENDA

- Approval of minutes – approved with changes made by Lauren
- Bills
 - August expenses \$
 - September expenses \$
 - 2009-2010 YTD expenses \$

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS – none

REPORT OF PTO (Parent Teacher Organization) – making plans for the school year; 9/30 school pictures – Lifetouch; 10/19 – 23 Red Ribbon Week; 10/27 6th – 8th spelling bee, 11/6 ice cream sundae party for participants in spelling bee; 11/21 peddler's market – Kelly Carter coordinating; 11/30 – 12/4 classroom geography bees 4th – 8th; 12/10 school geography bee; Science fair will be mandatory for 5th – 8th

UNFINISHED BUSINESS

- New Board Member – Welcome Carla Heesch
- Portables Update – Russ has a punch list; still have no internet (have wireless access from main building), smart boards arrived, not installed yet, intercom scheduled to install Friday
- Marketing/ Enrollment/ Outreach Updates – 329 currently enrolled; last year on 10/1 enrollment was 274
- Policy Governance Adoption – Motion to table until next month – Reba, second by Lena, unanimous approval

NEW BUSINESS

- Insurance & Benefits – presentation by Renee Tribe. 401K plan time to move to a new platform to retain current and attract new employees. Recommend having a consistent matching amount that won't change. Recommend hiring a local TPA (Third Party Administrator). Laurie is a CPA, CPC (Certified Pension Consultant) who would back up Renee in administering the plan. Recommend moving to a new platform. Current plan is a calendar year plan which doesn't make sense given the school's fiscal year of 7/1 to 6/30. It would be better to have the plan run the same. May not have to fund those who are not employed on the last day of the fiscal year. Mid school year all are employed, but on 6/30 there will be some who are no longer employed. Options – discretionary match – can change each year. Could match a set amount maybe 3% to 6%. Set up a vesting schedule – how long until they keep the employer contribution amount if they leave. Clarified for new board members that previously the school was contributing 6% regardless of whether the employee contributed anything. Discussed doing a dollar for dollar match on the first 3% and also a 3% match regardless of their contribution. Suggesting moving to a John Hancock or Trans America plan. Currently with the Hartford. Need to figure out how to move forward and make a decision. The budget does have funds approved for employee benefits already. Sharon – what kind of fees are there for using a TPA? They have a fee schedule for non-profit organizations. \$400 up front documentation costs (1/2 the usual cost), ongoing admin costs (20-30 employees) \$1,000 per year which could be paid directly from the plan. Forfeiture account can pay fees & admin if people leave without vesting. \$400 setup fee every 6 years – required by IRS. Document Amendments requested by the school would cost additional. When the school was contributing 6% regardless, there were 30% who were contributing their own funds to the 401K. Need to have participants with "skin in the game". To set up now would require a mid-term setup – Current plan ends 12/31 so it would require initially a short term from 1/1 to 6/30 which would result in a tax form from each plan within 6 months of each other. Recommend setting up a Financial Committee with Lena, Carla, Lauren. We will be scheduling a budget review tonight to establish a budget and make a decision regarding the 401K. Discretionary amount used as profit sharing at the end of the year – takes board resolution to say what the amount will be. Currently benefits were high on our priority list of budgetary needs. Sharon will get a census of salaries to Renee. Renee will provide 3 recommendations to the board. Karen will let Renee know when the budget meeting will be held. Decision to hold on any decision until after the budget meeting is held.
- Dress Code – discussed options for logo, silkscreen vs embroidery, costs, vendors. Embroidery costs per stitch, but felt it looked nicer than silkscreen. Larger logo on back of hoodie – mainly for advertising. Silkscreen can look very nice and will

keep the costs lower for the hoodie. Tee shirts, polos, hoodies. Reba – motion to change the dress code to incorporate light blue logoed polo to be purchased through the school that can be worn any day and to include tee shirts in light blue & yellow with school logo 'School Spirit Shirts' which can be worn on Fridays with dress code pants and to include a school hoodie which would be approved attire and could be worn in classrooms. Second by Sammy. Unanimous approval. Approved logo for both blue & yellow tee shirts.

- Charter Review – schedule for work session at a later date
- Training Meeting scheduled – October 6th 8:45AM policy governance, November 10th Roberts Rules training at 8:45AM at Lauren's house. Sharon will order copies for board members to read.
- Budget Updates – initial budget meeting Lauren, Lincoln, Sharon, Jason 9/23
- Online Charter School – Utah Virtual Academy has 600 students on wait list. They didn't get approved for expansion. Enroll them through CSLA, educate through UVA, test at CSLA. CSLA would get a portion of the funding for each student. They're looking at working with CSLA & Merit. Agreement to be drafted so it can be in place prior to 10/1. Lincoln has assisted with this set-up. If we enroll UVA students up to our maximum, we can still enroll additional students attending classrooms, but will not be able to get any additional funding for them.

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

- Director – 329 students on 9/16. We have surpassed progress – passed UPASS had 2 legislators come to the school to see what we're doing. 2 ways to pass UPASS – improvement or 80% on all. From year 1 to year 2 huge improvement. State average is 72% across the board. Caucasian student population hit 80%+; Economically Disadvantaged student population hit 80%+; Hispanic student population hit progress, not 80%; Special Needs population hit progress, not 80%. Director's Report submitted. State laws need to be read by board members. Students have taken Scantron Assessment to assist in proper placement into leveled class groups. A separate Gifted Language Arts course is being designed to accommodate the varied needs within the 7th grade. Staff trained in administering DIBELS assessment. Teachers required to teach at least two science lessons each full week. Full report included as an attachment to the minutes.
- Business Manager – Sharon – We are 17% through school year. Have received 19% of expected revenues. Spent about 19% of salaries. Benefits in-line with budget; purchased services high – payments made in advance; supplies high; equipment significantly high – purchases made early in the year, also audio enhancement equipment purchased. No major expenses anticipated. Amy Kersh working on donated computers – anticipate being over budget on technology items. Cash position is adequate. Full report included as an attachment to the minutes.

REPORTS BY PRESIDENT AND BOARD MEMBERS – none

PETITIONS AND COMMUNICATIONS – none

EXECUTIVE SESSION – none

ADJOURNMENT 9:34 motion Lena, second Reba

SUMMARY:

Table policy governance adoption until October

Insurance & Benefits decision tabled until after budget meeting Sharon will get a census of salaries to Renee. Renee will provide 3 recommendations to the board. Karen will let Renee know when the budget meeting will be held.

Dress Code changed to incorporate light blue logoed polo to be purchased through the school that can be worn any day and to include tee shirts in light blue & yellow with school logo 'School Spirit Shirts' which can be worn on Fridays with dress code pants and to include a school hoodie which would be approved attire and could be worn in classrooms.

Training Meetings Scheduled 10/6 8:45AM at Lauren's house – policy governance – Lauren & Jason to prepare their items prior to this meeting, 11/10 8:45AM Robert's Rules

Board Meeting on 11/11 will start at 8:00 instead of 7:30 due to parent-teacher conferences