

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

**CALL TO ORDER – 7:39PM Present: Lena, Carla, Karen, Sammy, Gwen, Reba**

**INVOCATION/INSPIRATIONAL THOUGHT**

**CONSENT AGENDA**

- Approval of minutes
- Bills
  - November expenses \$152,190.72
  - 2009-2010 YTD expenses \$726,909.43

**PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS – 5 min**

Sign up sheet available prior to the board meeting or email [pooflena@hotmail.com](mailto:pooflena@hotmail.com) to be added to the agenda.

**FORMAL PUBLIC HEARINGS**

**REPORT OF PTO (Parent Teacher Organization)** – Peddler's Market – not sure if vendors made any money, school made a little. Geography Bee – winner Jairus Barney, Science fair in February, Literacy Festival – all classes have chosen a book, Miss Tagg's 6<sup>th</sup> grade needs a room mom.

**NEW BUSINESS**

- Special Education Policy Manual Approval – was emailed by Reyna the morning of 12/9, board has not had a chance to review. A few things need to be reviewed – will be emailed to the board in 2 weeks to review at next meeting. Motion by Gwen to postpone to next month, unanimous approval.

**REPORTS BY PRESIDENT AND BOARD MEMBERS**

- Safety Committee – crossing guards wearing vests now. Found some cones – about \$6 each, Gary in charge, he has been very frustrated that parents get upset with him – he just got the vest, so looks more official now, maybe parents will listen better. 4 teachers helping each afternoon. Maybe try to get parent volunteers? Put big plastic sign at corner that says 'no stopping' or 'no parking'?

There is a lot of ice accumulating on sidewalks – snow removal seemed slow with big storms. We have a snow removal attachment for the lawn mower, can do more to get removed faster.

- T-shirts sales going good – sold about 60%. Gwen has inventory sheet at home. Kelly set up current display – it's helped some. Sent home Maybe get better display set up?
- Website Committee – looking at other school's websites. Who controls it? Phil Kersh – If Carla wants changes, send updates/changes through Jason. Phil is a volunteer. Seems like Jason should delegate responsibility for the website – the director doesn't need to be the one doing the website. State requires that there be one person ultimately responsible for all content. Lena no longer "in charge" of website. Dissolve website committee at this point. Design/updates to fall under marketing committee and go through Jason.
- Financial Committee – 10 min

**REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**

- Director – Mr. Finch – January 2010 calendar submitted, UCA plan for CS Lewis Academy district, then for CS Lewis Academy school. Details which funding streams are being used for which programs.

Enrollment increased a little, 75 IEP students as of Dec 1<sup>st</sup>. IEP students were being pulled out at random times, it was disruptive to classrooms. Changed model, now doing pullout at a set time an hour a day from regular classes for IEP students. Better for classroom teachers because they know now when those students will not be in class and they can plan to do things that it's OK that they miss at that time. Started this after Thanksgiving. Also doing an after school session for extra help (2:50-3:10). Carpools are just coming a little later – often some kids aren't picked up until that late anyway. Jason willing to manage other kids in the carpool for that time.

Request report next month on leveled reading/math

- Business Manager – Sharon/Lincoln –

Finance Report – 42% through the year, received 46% of projected revenues, spent 42% of expenses. As it is very early in the month, it's difficult to get good financial reports in time for the board meeting. The report submitted has some formatting problems in subcategories. It's looking better than expected. We have actual UCA numbers in the projections now for the first time. Expected revenues have increased. Budget is finally to a point where it could be adopted if the board wanted to. Last month we were projecting to run out of money in March, it looks like much later now. Income/PTO only 6% of expected budget. Number came from last year's total. Gross revenues to date are only around \$1,000. Federal revenue only received 5% of budget – that's as expected because it's received on a reimbursement basis. On this budget report, all numbers are actual with the exception of Federal Title I is an estimate, and Other Federal Income is an estimate. Salaries overall looking over budget – paid on a different schedule (July – August), so it should be 33%, but is 36% to date. Benefits – under budget for retirement & insurance premiums. Slightly over in special ed services – doesn't hurt us because we have extra funds. Dues & subscriptions – not sure what associations the school is a part of. Will look into it. 66% of budget for equipment – good because we have spent 100% of what we will be spending on portables & audio equipment. Is there anywhere we can find to give teachers a Christmas bonus? Answer: Not really. Where are tax penalties showing on the budget report? They are not. Property taxes – why does the school have to pay? The landlord is a private company and so they have to pay property taxes and it's in our lease that it's passed on to the school. Can it be appealed? Can only appeal the valuation of the property – the landlord (owner) would have to appeal it. Can we have lines on the report showing special ed specific revenues & specific expense categories to show funds in "virtual buckets" for all restricted funds. Lincoln has reports that show it which he will provide if requested. The board feels that they have been requested and have not been provided when requested. If Lincoln has this type of report, the board would like to receive them. Lincoln does properly report it all to the state, the board is glad, but would like to have it communicated back to the board. UCA has specific money tied to specific things. Lincoln needs email addresses for everyone to send out. For our own peace of mind, we would like to see something that shows remaining funds for each funding stream. Maybe add a box to reimbursement forms to make it easier to track. There are new procedures this year on the front end requiring this information before funds are even awarded. Overall, we just need to improve the communication.

#### **UNFINISHED BUSINESS**

- Budget Adoption – table – motion by Reba, seconded by Gwen, unanimous approval

#### **PETITIONS AND COMMUNICATIONS**

#### **RECESS 9:04-9:14**

**EXECUTIVE SESSION** Moved to executive session at 9:14 to discuss the character, professional competence, or physical or mental health of an individual. Returned from executive session 9:41, entered into closed session from 9:59 to 10:23.

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

#### **ADJOURNMENT 10:24pm**