

LAKEVIEW ACADEMY BOARD OF TRUSTEES MEETING

April 3, 2008

7:00pm

Present: Julianne Kicklighter, Tina Smith, Tim Willden, Mandee Dean, Joylin Lincoln

I. Roll Call

II. Director's Report

- a. Enrollment Report
 - i. 703
- b. Awards won by Students

III. Business Manager's Report

- a. Budget Report
 - i. At this point of the year our budget is looking good. We may end up under budget.
- b. Bond Updates
- c. Legislative Recap
 - i. Lincoln spent much time in State training explaining the legislative sessions. The training was very profitable as an opportunity to train the bureaucracy on what we need.
 - ii. We are scheduled to receive 1.2M from the State for next year. Federal funds may include \$70K, \$30K and local revenues of about \$70K.
 - iii. So our next year's budget is more firm and now we know what our next year's budget will be.
 - iv. The deadline to submit the budget to the State is July 15.
 - v. The State has simplified the Charter Schools Annual Financial Report.
 - vi. We may need to change the numbering system in the Chart of Accounts to match the new forms.
- d. Legislative Report Card
 - i. The Report Card was sent to the Board in an email.
 - ii. Ken Sumsion and Mark Madsen scored A.
 - iii. The Legislature approved raised to licensed teachers and another one where administrators are exempt.
 - iv. Lakeview Academy received an Excellence Award for reporting on time, accurately, and completely. The Award will be presented to Dean Monson because she has done most of this work.

IV. Board Members Report

- a. Tina Smith reported on the number of students in Honor's Roll 116 and Director's List 186.
- b. Mandee Dean reported on the state of the facility. The building is looking much better.
- c. Also, she reported on the Safety Committee. The Fire Marshall requested that either the cubbies be moved to the classrooms or things need to be kept within the cubbies.
- d. The Treasury Committee reports that the budget is in the black and they are working for next year's budget.
- e. Julianne Kicklighter reported of the activity the board did together.

V. Public Comment not related to items on the agenda

- a. Joylin Lincoln reported on some emailed comments from parents.

- i. Double parking during the pick up time on the fire lane.
 - ii. Doors being open in the kindergarten class without a teacher there.
 - iii. She read a letter from a parent about the soccer fees \$50.
- b. The double parking issue raised a lot of concerns.

VI. Study Items

- a. Inquiry Based Science
- i. Mrs. Stone presented the proposal from the University of Utah.
 - ii. \$18000/year for the person (a graduate from the University of Utah) from 4th to middle school. The proposal is for these funds to come out of Professional Development.
 - iii. They work in the Salt Lake City School District which gets grants for their schools to support the program.
 - iv. They provide graduate students from different science departments to help guide the inquiry based science classes, guiding field trips, and working with scientists in the field and classroom.
 - v. Four teachers would be involved and receive mandatory training. This may be too many grades involved.
 - vi. Five to nine hours of contact time with teachers and/or classroom per week. The hours depend mostly about scheduling issues.
 - vii. A representative from the University explained some of the details, history of the program.
 - viii. There is a candidate who lives in Saratoga Springs, but needs to be approved by the program's board.
 - ix. Usually one fellow is placed in each school. It is not recommended that the person be used for all classes at the same time.
 - x. The fellow works primarily with one teacher per grade. This would work well here because one teacher is assigned for science in each grade and then the classes rotate.
 - xi. The field trips are planned to be real "field trips" like a boat trip on the Great Salt Lake, collecting water samples and other real data
 - xii. The program has a stipend (about \$2000) for the field trips.
 - xiii. The program also pays for the training and resources.
 - xiv. It would be good to make a decision on this before the end of April to let the University know before the summer.
- b. Discipline Policy
- i. The Committee felt that each teacher should be responsible for their own classroom management.
 - ii. We would provide resources if needed.
 - iii. We are planning to do some Professional Development on the 1-2-3 Magic for teachers that need some supplemental techniques.
 - iv. Julianne Kicklighter stated that the policy may need the positive vision of school-wide discipline expectation to be communicated to students, parents, and the whole school community.
 - v. Tina Smith explained that the statement of expectations, vision, and philosophy describing the school culture could help teacher and parents understand how to structure their classrooms.
 - vi. It was agreed that the content of the policy as presented is needed.
 - vii. Tim Willden proposed focusing this from the marketing point of view attracting teachers and students to the school.
 - viii. Joylin Lincoln proposed that some statements may need to be more clearly defined, such as explaining who is the "building administrator" or if there is a different title. Also acronyms need to be explained.
 - ix. The school charter may be the statement of vision.
 - x. Mr. Stone stated that there is a page missing.
 - xi. Mandee Dean proposed to include an element of community service as a complement to after school detention. It was commented that that may pair the community service (like cleaning the school) with the punishment of school detention.
 - xii. Some of the offenses have several options. These options are not in a particular order.
 - xiii. Smoking should be under the Unauthorized Substances.

- xiv. Make “parents will be contacted” a uniform phrase.
- xv. Harassment is not completed.
- c. Writer’s Workshop Curriculum Proposal
 - i. The Charter states that we will have Writer’s Workshops.
 - ii. The materials for this program were distributed to the Board and reviewed.
 - iii. The cost would be \$2,574 for K-5 including resource books, DVDs, and other materials. This would be a one-time cost.
 - iv. This is part of the \$8,000 Language Arts budget proposal.
 - v. This program focuses on the writing process and enjoying writing rather than writing mechanics.
 - vi. Are other alternative curricula been considered? Not really. Other programs focus on the state curriculum. This one goes deeper into the writing process.
 - vii. Mrs. Stone would go into the classrooms first as a resource to help guide the teachers setting up the proper environment. Many teachers already have received this training.
 - viii. The format of the book is also very easy to grasp and implement.
 - ix. Joylin Lincoln proposed to develop an evaluation rubric to compare this program with other alternatives (Lincoln could not remember the name of a book she used some time ago).
 - x. Tim Willden proposed to talk to other schools that have implemented this program and get their feedback.
- d. Student Council Policy
 - i. The main thing was to divide this into two.
 - ii. We need to ensure that the policy does not contradict anything found in the Charter.
- e. 2008-2009 Budget
 - i. Mandee Dean proposed to review this in a separate Board Work Session.
- f. Charter Solutions Contract
 - i. Mandee Dean is assigned to work with this item.

VII. Consent Agenda

- a. Allocation of Extracurricular Budget
- b. November 1, 2007 Minutes
- c. **Motion to table the consent agenda. Second. Unanimously approved to table the consent agenda.**

VIII. Action Items

- a. Charter Conference Proposal
 - i. The fund will come from Professional Development and Travel.
 - ii. Lincoln proposed the Board to eat at the Palace Café.
 - iii. There is a local Charter School Conference the week before. \$60 per person and 2 for free. This is at UVSC. This could be for Board, Administration, and Teachers.
 - iv. **Moved to approved up to \$15,600 for Charter Conferences. Unanimously approved. Mandee Dean**
- b. Enrollment Proposal
 - i. We have a couple of split classes. The split classes are not academically sound.
 - ii. The proposal is to have four 2nd grade classes and four 5th grade classes instead of the splits.
 - iii. Part of the problem is forecast the number of students per grade for next year.
 - iv. Parents will need to agree to have their child moved into the higher grade.
 - v. **Moved to give the administration the ability to make the best decision possible to accommodate the students that accept positions at Lakeview Academy. 4 yes 1 nay (Joylin Lincoln) – Tim Willden**
- c. 2008-2009 Lakeview Academy School Calendar
 - i. The change was to add calendar days that were missing on the previous calendar.
 - ii. **Motion to approved calendar as presented. Unanimously approved - Tina Smith**
 - 1. Next year we should look into putting the spring break near a holiday.

- d. Purchasing Policy
 - i. What are the changes?
 - 1. Underlined in presented document.
 - ii. Under should be over
 - iii. **Motion to approve the policy with the following changes: Unanimously approved. Mande Dean**
 - 1. Tim Willden would like to see a backup policy in place for another board member to be a backup in case of emergency. Also that the maximum amount be higher than 500.
 - 2. Amend Authority:
 - a. **The board president may delegate authority in his/her absence to the Vice President.**
 - b. **Increase under 500 to 2000.**
 - iv. Motion to amend the purchasing policy to include fundraising as an administrative category – Withdrawn - Tina Smith
- e. Articles of Incorporation Expenditure
 - i. Explanation of documentation
 - ii. Moved to Table – Withdrawn
 - iii. **Moved to not approve the Articles of Incorporation Expenditure. Passed unanimously.- Joylin**
 - 1. Lincoln Fillmore – in the real world the charter board would probably never do anything about it in the first place. Since this would not change the actual authority of the charter school board.
- f. Election Policy
 - i. Election Policy for board members and for SAC members.
 - 1. Elected faculty is member of SAC.
 - ii. **Moved to approve election policy – Tina Smith – Unanimously Approved**
- g. Teacher Appreciation Proposal
 - i. **Motion to approve Teacher Appreciation – Mande Dean – Unanimously approved.**
 - 1. **Friendly amendment to allow Karen Judd to utilize the remaining amount in her employee motivation budget as she sees fit.**
- h. Squirt Gun World Record – Moved to immediate action from Board information not requiring Action. LeAnn Peterson spoke about the squirt gun world record.
- i. Administrative Maintenance Wage Proposal
 - i. **Tina Smith – Moved to table unanimously approved.**

IX. Board Information (Not Requiring Action)

- a. Thank you
- b. Shred It
- c. Squirt Gun World Record – Moved to immediate action
- d. Parent Input Letter

X. New Business

XI. Motion to enter closed session for the purpose of discussion litigation matters, acquisitions of real property or authorized personnel matters.

- a. **Roll call vote unanimous on the motion.**
 - i. **Roll Call approved Joylin Lincoln – I – Tina Smith – I - Julianne Kicklighter – I, Tim Willden – I – Mande Dean – I.**

XII. Action, if any from closed session.

A motion was made to remove Administrative Maintenance Wage Proposal from the table. The vote was unanimous.

A motion was made to pas the Administrative Maintenance Wage Proposal. The vote was unanimous.

A motion was made to split the administrative duties and have a director over the middle school and a second director over the elementary school. The vote was unanimous.

XIII. Adjourn