

## **Principal's Report - November 2008**

### **EL # 4 FINANCIAL PLANNING AND BUDGETING**

1. The use of a financial consultant, Coal Creek Consulting, provides detailed reports which shows actual and projected revenues, expenses and separation of capital and operational line items.
2. Using a team effort, expenditures are budgeted with a conservative projection. For 2008/09 counseling costs were decreased, a half of teacher position was saved with replacing leaving teachers and rearranging assignments, and we cut/minimized budget items where possible. With the decrease in enrollment it will not be possible to maintain expenditures under available funds.
3. The Cost of Governance was budgeted as policy requires; the Board will have to determine if they will schedule training sessions due to decrease in funds. We could consider planning one or two local training sessions with a local facilitator to save money.
4. Class size was not increased for the 2008/09 year and I support maintaining a student/teacher ratio that is 24:1 or less. I feel that a more appropriate class size for elementary classrooms is 20 which I would like to work toward as the total enrollment would allow.
5. The team will provide a budget for approval in March and submit to the district but the required April timeline. I believe we met these timelines last year.

### **EL # 9 COMMUNICATION AND SUPPORT TO THE BOARD**

1. I will review policies and submit a written report to the Board according to the schedule.
2. At the September 2008 meeting I made the Board aware of the student achievement trends. I have notified the Board on issues when adverse media coverage could occur (ie. when upset parents threaten to call the media, the Board was notified during the evacuation last Spring which brought the media to our school).
3. I will advise the Board members in the event of a non-compliance concern. I believe the Board / Administration relationship is positive and we can address any behaviors that might be detrimental to our working relationship.
4. I understand that communicating all opinions of an issue is important to keep the Board informed.
5. I understand that communicating information in a complete, concise and factual manner is important for Board / Admin monitoring and decision making.
6. I will maintain an open-door policy when communicating with committees and the Board.
7. I will communicate with the Board as a whole and individually as charged. I have attended FPC and BAAC meetings and will continue to communicate with committee officers.
8. I will advise the Board in the event of an actual/anticipated non-compliance concern.
9. I have not seen a 'consent agenda' procedure used at the Legacy Academy's Board meeting.
10. I will bring (parent/student/staff) handbook changes to the Board in a timely manner prior to implementing recommended changes and I will solicit staff input for handbook updates as appropriate.
11. I will communicate items/actions which could potentially have a negative impact on our contract.
12. I facilitate a full staff meeting each Monday; on occasion the group is separated for elementary and secondary focus meetings. I have not reported staff meeting topics to the Board; the Board has created a schedule to attend staff meetings once a month. I am unsure what the Principal's Advisory Council is and will need clarification on this item.
13. I have put an article in the Ledger monthly (or more often) for the 2008/09 school year.
14. I understand the importance of documenting negative (and positive) staff issues especially when the possibility of non-renewal recommendation may occur.

### **EL # 11 CHARTER SCHOOL/DISTRICT CONTRACT**

1. The district has requested to delay the contract process due to the mill levy efforts. Our attorney was contacted to begin the process in June and is working on the contract updates.
2. I have developed a positive working relationship with the district and continue to work with the district whenever possible. We are working to open our gym to the community as requested by the district. I have regularly attended the district safety meetings and I have gotten to know the district administrators and the principals of the other Elizabeth schools. The district invited Legacy Academy to be involved with the campaign efforts for the 3A mill levy override on the November ballot.