

Evangelical Christian Academy Board of Directors
“Distinctly Christian-Effectively Classical”

BOARD MEETING

December 10, 2014

7:15 PM Library

Opened at 8:10 Pm

Board Members Present: Chris Bunker, Denny Carew, Chad DeKam, Leonard Faimon, Tresa Flanegin, Susan Foth, Randy Thompson, Dean Watts

Ex-Officio Member Present: Jim Johnson, Superintendent

Excused Absences: John McKeever

I. Opening

Devotional – Randy, how the trivium applies to all of us and the coming of the Promised Son

A. Mission Statement:

ECA exists to partner with parents and their church to educate, equip, and empower students to pursue their purpose in Christ.

B. Approve Minutes (Nov 1st & Planning Meeting) – **MSC**

C. Correspondence – None

D. Approval of Agenda – **add** IV.D. Calendar

II. Reports

A. Superintendent (see attached)

B. Finance—Nov Financials

III. Old Business

A. Plaques to be presented to Sandy Geving, and Dave Kliewer for fulfilling Board terms

B. Incorporate Proposed By-Law changes

C. Dash board Items

D. V7 Committee Meeting (see attached minutes)

E. Timing on 2015/16 Parent Handbook – move from July to May (or earlier)

F. Short and Long Term Items from the Planning Meeting

IV. New Business

A. Discussion of New Committees: Strategic Plan, Finance, Marketing/Communication, Education and Collegium

1) Reports expected at January meeting

- a) Fill committees (consult with administration regarding potential parental committee members)
- b) Establish goals
- c) Brainstorm / discuss macro level dashboard items
- B.** Short and Long Term Items from the Planning Meeting (moved to OLD Business)
- C.** 2015-16 Budget Items – **MSC** Proposed Increases to Produce Additional Income
- D.** School Calendar – **MSC**

V. Adjournment – 9:50pm

Calendar:

Board Meetings	Devotional
January 13	John
February 11	Susan
March 11	Leonard

Respectfully Submitted,

Susan Foth

**SUPERINTENDENT REPORT and
MINUTES from V7 COMMITTEE MEETING
FOLLOW**

ECA Superintendent's Report December 9, 2014 – Jim Johnson

Current Year (December 9)

Evangelical Christian Academy			
Grade	Enrolled	Male	Female
01	20	5	15
02	19	8	11
03	10	7	3
04	21	9	12
05	16	8	8
06	25	14	11
07	21	11	10
08	17	10	7
09	25	18	7
10	30	11	19
11	29	10	19
12	23	16	7
2DPK	3	1	2
3DK	7	3	4
3DPK	19	11	8
5DK	7	3	4
Total	292	145	147

Enrollment for December stands at 292. This enrollment is equivalent to where we stood at the beginning of the school year. There has been some fluctuation in student count throughout the course of the semester.

Report Categories:

- o Student Recruitment/Marketing
 - o November Ad initiative – The November ad campaign generated quite a bit of interest in registration between semesters. Currently 4 new students are expected to start in January with another 7 in consideration. We can be in prayer for most of these students to join us as we know of several of our existing students who are not expected to return next semester.
 - o National School Choice Week Ad initiative – Preparations continue to be made for this January initiative. Radio ad space has already been secured. Open houses will occur at each campus: January 27th at the Secondary Campus, January 29th at the Elementary Campus from 6:30 to 7:30 p.m.
- o Fundraising
 - o Christmas Card – The Christmas Card sent by the Bunkers and Faimons has been very well received. Families need to be encouraged (perhaps by Board Members) to forward them to their friends, family and others interested in furthering Classical Christian education at ECA.
 - o The 2nd Mile Money initiative is underway. Perhaps Tresa Flanegin can give an update of the various aspects of this program.

- LECAF Update – The LECAF year-end appeal was mailed the in mid-November.
- Accreditation
 - Once the minutes from our November ECA Board Planning meeting are approved, I will work with Joseph Friedly to get ECA’s Accreditation application submitted.
- Collegium
 - Transition continues – I am working closely with John and Linda McKeever and Beth Saks on the logistical items relative to this transition. Collegium registers independently for each semester. This process is underway. We may get an update on the 501(C)(3) status from John McKeever.
- Parent Survey of Teachers
 - The surveys were open for about 2 weeks and were closed early this week. About 110 surveys were submitted. Results for each respective school’s teachers were provided to each principal for inclusion alongside the administrative evaluations.
- Facilities
 - I was visited by our Church Mutual Insurance agent last week. Generally speaking, he was very pleased with our progress from last year. He did make the following suggestions:
 - Each campus should create and store a video inventory of the entire school.
 - Vehicle usage should be limited to ECA only. (A V7PC exemption is being investigated by our agent).
 - ECA should complete the elementary asphalt patch project.
 - Our agent will recommend an air conditioning “cage” contractor.
 - Injury claims should be handled differently:
 - ECA should confirm family insurance coverage
 - Families without appropriate coverage should acquire “student insurance”
 - ECA should limit its claim submittals to serious claims only.
- Transportation
 - We continue to entertain better vehicle options for ECA.
- Board Items
 - Bylaws Policy Revision Format (this project is on hold during re-enrollment)
 - Timing of updates of the Student-Parent Handbook should be confirmed (for ’15-’16)
 - Return-to-Play Protocol being submitted by Athletic Director

Policies Pending Votes and Other Recommendations:

- Re-enrollment Timing is being adjusted. Here are some key dates:
 - January 20th and 22nd All Parent Meetings to introduce re-enrollment.

- February 27, 2015 – Deadline for “Returning Student/Early Enrollment” Discount.
- February 27, 2015 – Deadline for limited Tuition Assistance renewals.
- March 1, 2015 – Classroom seats open for new enrollment (where classes were full).

Prayer Requests:

- That God would have His hand of protection and guidance on ECA.
- For students and teachers to finish the first semester in a strong and God-honoring way.
- For God’s blessings of provision for solid enrollment and financial blessings on ECA.

Respectfully submitted,

Jim Johnson

Village Seven / Evangelical Christian Academy Committee

MEETING

December 10, 2014

6:30 PM Library

Opened at 6:35 pm

V7 Committee Members Present: Don, David, John

ECA Board Members Present: Denny Carew, Chad DeKam, Susan Foth, Randy Thompson, Dean Watts

Ex-Officio ECA Member Present: Jim Johnson, Superintendent

I. Opening Prayer – Randy

II. Overview and Approve Agenda

- A. Overview
- B. Approve Proposed Agenda – MSC

III. Board Report to V7 Committee

- A. Superintendent Report
 - 1. Cash flow issue in Spring 2014 – Reasons and resolutions
 - a) Split three classes with too few additional students to pay for extra staff
 - 1) \$15K income for \$120K expenses
 - 2) Prior policy was “hit 25 students then split”
 - 3) Response:
 - a. Laid off 3 teachers
 - b. Cap classes and create waiting lists
 - c. Split only when 8+ students are on waiting list for that class
 - b) Overly generous with tuition assistance rewards
 - 1) Grew to \$180K in school year 2013/14
 - 2) Response:
 - a. New threshold implemented for maximum aid provided as a discount (40%)
 - b. Down to \$108K for school year 2014/15
 - c. Some casualties as a result (15-20 students)
 - c) High level of delinquencies
 - 1) Had been almost zero, but then 3 large families last year (\$30-40K)
 - 2) Response:
 - a. New policy implemented – one semester rather than full year of delinquency

- d) Donation budget was too “lofty” – actuals fell short of estimate
 - 2. V7 Committee expressed concerns about viability for turnaround of school financial situation; desires to see progress for positive cash flow in order to limit cost if ECA were to go under; would like to receive financials each month
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- B. Accountant’s Report Update
 - 1. To be distributed by end of week
 - 2. “Ongoing concern” without qualifying comments
 - B. Financial Report YTD 2014/15 update

V. Adjournment – 8:05pm