

Evangelical Christian Academy Board of Directors

"Distinctly Christian-Effectively Classical"

ECA Board Meeting Minutes for August 12, 2014

Board Members Present: EJ Nusbaum, Leonard Faimon, Sandi Geving, Chad DeKam, Denny Carew

Board Members Excused Absence: Dean Watts, David Kliewer

New Board Members coming in Present: Chris Bunker, Tresa Flannigan, Susan Foth

Ex-Officio Member Present: Jim Johnson, Superintendent

I. Opening

- A. Devotion & Prayer-Video Presentation (Jim Johnson)
- B. Mission Statement – Denny Carew
- C. Minutes (July 8) – Approved as reported
- D. Correspondence-
 - 1. Resignation from Karen Bisset – MSC to accept; Denny & Jim to send Thank You.
 - 2. Memo from Mindy Sutton – Christmas Program – Follow up assigned to School Administrators for resolution and then report back to Board.
- E. Introduction of members of the board
- E. Approval of Agenda MSC with addition of New Business F.

II. Reports

- A. Superintendent- (30 Minutes) - Attached
- B. Committee Reports Finance Report
 - 1. Finance
 - No report due to no numbers available – 1st month no full accrual
 - 2. Personnel/Education – Personnel Recommendations – None to report.
- C. Planning Committee Reports-Recommendations from Communication Committee
 - 1. Defer to New Business IV. D

III. Old Business

- A. Elect Secretary – Delayed until 9/9/14 board meeting when new members are in place.
- B. Candidate Interview Chris Bunker and Susan Foth (approx. 8:00 PM, immediately after devotion **of the Day**)
 - 1. MSC to approve Chris Bunker as Church Director class of 2017 already approved by V7PC session.
 - 2. MSC to approve Susan Foth as Member at Large class of 2015 – Need V7PC Session approval.

IV. New Business

- A. Village Seven Report (Update)
 - 1. Verbal report given by Denny Carew to V7PC session 8/11/14. Numbers to date, while not complete are optimistic due to the positive pool of possible students.
- B. Proposed By-law changes

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1. Document titled “Editorial Changes to the ECA By-laws and Articles of Incorporation” cleaned up due to closure of Grace Presbyterian Church. MSC to accept. Need to be published so the new information can be submitted to Secretary of State.

2. Presented Proposed Amendments to the Bylaws and Articles of Incorporation of ECA, Inc. Action to be taken at 9/9/14 board meeting.

C. 1st reading and discussion of changes to “Delinquent Account Policy”

Jim Johnson to add definition of “delinquent” and present at 9/9/14 board meeting for 2nd reading.

D. Discussion of “ECA BOARD DIRECTIVES REGARDING COMMUNICATION WITHIN THE ECA COMMUNITY” August 2014 Document. 3 pages plus Amendments to the 2012 Recommendations (includes modifications in italics) submitted by the Communications Committee.

1. MSC to accept Board Directives as submitted.

E. Announced: Annual Planning Day-Scheduled for Saturday, November 1st

F. Appoint new person to Tuition Assistance committee

1. Postponed until 9/9/14 board meeting.

V. Adjournment – 10:00 PM

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

Calendar:

9/9 Board meeting; 10/14 Board Meeting; 11/1-Annual Planning Day

Respectfully Submitted – Leonard Faimon

ECA Superintendent’s Report August 12, 2014 – Jim Johnson

Enrollment as of August 12, 2014:

Category	# Elem Students	# Sec Students	# Total Students	\$ Tuition Assistance	\$ Net Tuition Income
Accepted	131	138	269	\$91,985	\$1,447,775
Pending	6	9	15	\$4,000	\$77,291
New Prospects	1	4	5	\$0	\$20,000
TOTAL	138	151	289	\$95,985	\$1,545,066
Unlikely	4	6	10	\$6,994	\$52,549
Withdrawn	-	-	-	-	-

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Triumphs and Trials:

- o Accreditation
 - o Joseph Friedly will be working through the administrators, faculty, and staff to ramp up in preparation for the ACCS Accreditation that we plan to schedule for culmination in the Spring of 2016.
- o National Institute for Learning Development (NILD)
 - o Robin Gorab has continued to express an interest in this program. We need confirmation from the Board about whether we want to move in this direction and how fast. I have an example of a family who would support such services with whom I spoke in the last week. If time, I will share that story.
- o Collegium
 - o The Collegium program is slated to begin their study groups on Monday, August 18th. Facilities, instruction and other logistics seem to be in place for their classes to begin.
- o Staffing
 - o The administrators, faculty and staff are in place and are gearing up for a great school year!
 - o Don Steiner's role has been adjusted to include athletics, activities and transportation for 2014-15.
 - o We are filling some vacancies in custodial and transportation, but seem to have several viable candidates for these roles.
- o Marketing
 - o We completed our first HTML e-mail blast to the greater Village Seven Presbyterian Church list (anticipated distribution of about 5,000 addresses). This same mailing was sent to the ECA parent and staff e-mail list, too.
- o Security
 - o Through some amazing donations of money, materials and manpower the following security enhancements should be in place by the beginning of school:
 - Security gate at the upper level of the elementary campus.
 - Magnetic door at the entrance of the elementary office.
 - Video cameras in 4 strategic locations at the elementary school
- o Facility
 - o Evaporative cooler installed to impact the upper east-wing classrooms at the elementary
 - o Cintas has installed the upgraded fire alarm system at the elementary.
 - o Extensive carpet cleaning was performed at the elementary campus.
 - o New carpet was donated and installed in some elementary classrooms.

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- o Promethean ActivBoards
 - o Tim Greenshields will change the location of 1 board at the elementary into Karen Stephens classroom this Wednesday evening.
 - o Tim will also move another board from the elementary to a Leonard Hall classroom for Collegium to use.
- o Communications Committee Input
 - o New Family/“Mentor” Welcoming program:
 - We plan to have Michelle Poli help orchestrate a connection between new families and “mentor” (though we might not use that name) families. The current plan is to have her introduce the idea through an annual letter that she already does. We would attempt to introduce new families to the “mentor” families who volunteer and agree to do this with a particular family. These volunteer families would be sought through a Survey Monkey survey designed for that purpose.
 - o RenWeb Assignments:
 - After meeting with the principals yesterday, we would like to make a friendly amendment to the suggested policy. As follows:
 - b. Secondary Campus:
 - o Lesson Plans: Will not be added to RENWEB.
 - o Assignments: Major assignments (i.e. projects, lengthy papers, and tests) will be posted for the following week by close of business (5pm) each Friday. Daily assignments will be posted for the following day 3pm each day. Students will continue to be informed of assignments in class as we have normally done.
 - o Grades: Will post grades within one week. Any exceptions should be communicated to parents and students.
 - o Implementation: Teachers are required to implement this program. Principals will oversee the implementation.
- o Budget Format
 - o Dean, Jennifer, Phil Erickson and I have been exploring some revisions to our budgeting process. Basically, the desire is to form internal business units or “classes” that are designed to breakeven. Each unit would have a financial manager. The current class structure would include: Administrative, Elementary, Secondary, Secondary Activities, and Collegium. We should be able to provide a monthly budget in both aggregate and class format at the September board meeting.

Policies Pending Votes and Other Recommended Policies:

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- A policy to modify return requirements for delinquent families will be considered for First Reading.
- I am finding that some of our policies, while simple to implement, are perhaps not serving the school as well now as when they were first developed. I would like to suggest that we revisit the following policies for potential revision:
 - Schedule for re-enrollment (publish rates in December; allow enrollment/reenrollment in early January).
 - Staff Discounts (while these are delicate policies and changes may need to be grandfathered) it is apparent that some employment decisions are not well served by the current policies. Specifically we might want to look at the part-time discounts as well as full-time discounts.
 - Once the school year is underway, we might want to revisit the tuition assistance policies. The changes we made this year were beneficial, but more may be needed.

Prayer Requests:

- Thanksgiving that God has entrusted us with this special ministry.
- Prayer that the school would partner well with parents in the year that lies ahead.
- Prayer for last minute enrollment.
- Guidance as we “tweak” the school in ways that are pleasing to God and man.
- Prayer for teachers as they begin this new year.
- Prayer for the students as they get back into school.
- Guidance for the board with many new faces and leadership.
- Prayer for protection in our nation’s ever changing educational climate.
- Prayer for God to intervene in this time of world turmoil.

Respectfully submitted,

Jim Johnson