

Evangelical Christian Academy Board of Directors

“Distinctly Christian-Effectively Classical”

ECA Board Meeting Minutes for September 9, 2014

Board Members Present: Denny Carew, Leonard Faimon, Chris Bunker, Tresa Flanegin, John McKeever, Randy Thompson, Susan Foth

Board Members Excused Absence: Chad DeKam, Dean Watts

Ex-Officio Member Present: Jim Johnson, Superintendent

I. Opening

- A. Devotion & Prayer – Denny Carew on Board “basics” (trust, humility, honoring God / others)
- B. Mission Statement – Denny Carew
- C. Minutes (Aug 12) – MCS with changes in Board Members Excused Absences and spelling of Tresa Flanegin
- D. Correspondence – Nothing new
- E. Approval of Agenda – MCS with addition of Old Business E.

II. Reports

- A. Superintendent – Attached
 1. Marketing – Jim mentioned an opportunity to receive free advertising by giving away an empty seat in a classroom.
- B. Committee Reports Finance Report
 1. Finance – Jim Johnson
 - a) August Financial Statements
 - b) FY 14/15 Budget discussion & approval – MSC as reported
 2. Personnel/Education – No report
- C. Planning Committee – No members present

III. Old Business

- A. Elect Secretary – MSC to elect Susan Foth
- B. Second Reading – “Delinquent Account Policy” (Denny) – MSC as reported
- C. Approve Proposed By-Law changes – MSC as reported; Board Secretary will work with Superintendent to incorporate changes and post to website for access by all
 1. Editorial Changes
 2. Amendments
 3. Since no change or amendments made to Articles of Incorporation, resubmission to Secretary of State not required
- D. Susan Foth – References (to remove “pending” status) – MSC
- E. Correspondence from August 12
 1. Denny and Jim to send Thank You to Karen Bisset for Board service
 2. Plaques to be ordered and presented to EJ Nusbaum, Sandy Geving, and Dave Kliewer for fulfilling Board terms
 3. August memo from Mindy Sutton re: Christmas Program – Follow up assigned to School Administrators for resolution and then report back to Board

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IV. New Business

- A. Village Seven Report – Joint meeting with V7 and ECA Board to be scheduled in November or December
- B. Bylaws Update & Maintenance
 - 1. Repository to be kept on website
 - 2. Maintained by Shari Hartnet and coordinated with Superintendent and Board Secretary
- C. Dash board Items – Jim Johnson requested Board to consider the following for November planning meeting:
 - 1. What information about the school do we want to track and follow to evaluate the health of the school?
 - 2. How and what do we want to measure to determine whether or not the mission is being achieved?
 - 3. Possible resources
 - ACSI outcomes
 - Results from parent survey – Jim to forward last year’s to Board
- D. Upcoming – Events for Board presence
 - 1. Eagles View online contains a Calendar of Events on last page
 - 2. Jim’s priorities for Board presence:
 - Parents meetings (fall and winter)
 - May 21 – Baccalaureate Service
 - May 22 – Class of 2015 Graduation
 - May 26 – 6th Grade Promotion
 - June 1 – Staff Appreciation Luncheon
- E. Draft from Chad (Info only!) – Move to Old Business for October meeting

V. Adjournment – 9:35 PM

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

Calendar:

- Board Meetings: 10/14; 11/11(tentative based on productivity during Annual Planning Day); 12/9...
- Annual Planning Day 11/1, 8:30 to 4:00

Respectfully Submitted,

Susan Foth

SUPERINTENDENT REPORT FOLLOWS

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ECA Superintendent’s Report September 9, 2014 – Jim Johnson

Enrollment as of September, 2014:

Grade	Enrolled	Male	Female
01	20	5	15
02	20	9	11
03	10	7	3
04	20	8	12
05	16	8	8
06	25	15	10
07	20	10	10
08	17	9	8
09	24	17	7
10	31	12	19
11	29	11	18
12	23	16	7
2DPK	4	2	2
3DK	7	3	4
3DPK	19	11	8
5DK	7	3	4
Total	292	146	146

Enrollment view as of last month:

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	-	-	-	-	-

Triumphs and Trials:

- o Collegium
 - o Collegium continues to work toward the closure of their 501(c)(3). In the meantime, they are handling all income and expenses. I am staying in touch with their leadership during the transition. We are attempting to project second semester changes when ECA becomes responsible for processing all monetary transactions.
- o Staffing
 - o Driving and custodial positions have been filled.
- o Marketing
 - o We have an opportunity to barter for some significant radio air time in the Christian marketplace. I’d like to take some time to explain the process to the board.

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- o Security
 - o The security enhancements mentioned last month are fully operational at the elementary school.
 - o As funds or volunteers permit, I would like to see us make some security improvements to the secondary campus. Most notably would be the installation of magnetic door hardware at the main entrance.
- o Facility
 - o Some improvements are needed in the ECA kitchen. The ice machine has ceased to work. Discussions are taking place relative to that and some other needed upgrades. The current condition is having a negative impact on both the concessions and hot lunch program.
- o Communications Committee Input
 - o New Family/“Mentor” Welcoming program:
 - Through our open houses and all-parent meetings, Michelle Poli was able to identify several families who were interested in a little TLC! Volunteer families were found, organically, who were willing to provide the TLC!
 - o RenWeb Assignments:
 - The secondary campus implemented the “online assignments” as requested by the board. After week one we had about 95% compliance with policy. After week two, it appeared that we had 100% compliance with the policy. I am thankful for the willingness of the secondary campus administrators and faculty to cooperate with this plan.
- o Budget Format
 - o Work continues on the construction of the 2014-15 final budget now that enrollment figures are finalized. The administrators are putting the final touches on a plan to generate \$120,000 of residual income as requested by the ECA Board.

Policies Pending Votes and Other Recommended Policies:

- Dean Watts has submitted a clarified delinquent tuition policy for vote at the meeting.

Prayer Requests:

- Thanks to God for a great start to the school year.
- Prayer for the Lord’s guidance for board, administrators and staff during this school year.
- Prayer for the home-life of each student and ECA’s partnership with parents.
- Thanks for financial provision for ECA.
- Prayer for safety of staff and students, especially those who travel in sports, etc.
- Discernment in budget tightening measures.
- Prayer to develop efficient means connect volunteers with school needs.

Respectfully submitted,

Jim Johnson