

Evangelical Christian Academy Board of Directors

“Distinctly Christian – Effectively Classical”

Board Meeting Minutes

October 15, 2019 - L10

Board Members Present: DJ DeJong, Sandi Geving, John McKeever, Randy Thompson, Joseph Friedly, Denny Carew, Jason Castro, Will Kim, Heather Morgan

Ex-Officio Member Present: Jim Johnson, Superintendent

A. Opening

1. Devotions and Prayer: Denny Carew - 2 Timothy 2:1-8 - Pray FIRST
Judy Schaap - Elem PE Teacher
Beth Saks - Sec Latin Teacher
Cristy Ross - Sec HS Spanish Teacher
Debra Rohrer - Sec Registrar
Michelle Poli - Admissions Director
Will Pinson - Sec HS Math Teacher
Debbie Olson - Elem Upper Math Teacher
Tim O'Donnell - Facility Manager for V7PC
Joan Nusbaum - Longtime Servant of ECA
2. Mission Statement: *“ECA exists to partner with parents and their church to educate, equip, and empower students to pursue their purpose in Christ.”*
3. Approval of Minutes: September 2019 M/S/C
4. Correspondence: Dean Watts - thanks
5. Approval of Agenda: M/S/C

B. Reports

1. Superintendent: Jim Johnson
Reviewed written report for October 2019 (attached)
2. Finance: Sandi Geving
Reviewed written reports as of 9/30/19

3. Education: Joseph Friedly
 - a. All principals are on target for upcoming accreditation visit
 - b. Joseph will assess ongoing needs and form a committee (likely including Beth Saks)
4. Development: John McKeever
 - a. Reviewed written report
 - b. Straw poll to proceed with fundraising suggestions
5. Strategic Planning: Randy Thompson
no updates - more at planning meeting
6. Marketing and Communications: DJ DeJong, Jason Castro
 - a. Sandra Henderson (Focus on the Family) is joining committee and making ECA website and marketing recommendations
 - b. Plans for 50th celebration proceeding (Janea Coddington, Mindy Sutton)
-noted that venues should be notified of date changes
7. Resources and Overhead: DJ DeJong, Will Kim
 - a. Ongoing efforts to replace vans - \$14-20K
 - meeting with Terry Buteyn 10/28/19
 - fundraising: restaurant night, letter (connecting with Marketing end-of-year campaign?), goal tracking on ECA website and facebook page
 - b. Note that there is a need to verify web filters are effective at both campuses

C. Old Business

1. V7PC/ECA Improvement Initiative: DJ DeJong - ongoing
 - a. Board members invited to V7PC ECA Oversight Committee meeting 11/4/19
 - b. Updates from that meeting: No monies to come directly from V7's budget at this time - HOWEVER...
 - Signage and security cameras are expected to be handled by V7PC
 - Ongoing discussions about mutual efforts to replace vans; possibility of charging V7PC more to use ECA vans in the meantime
 - Committee passed a motion to recommend to V7PC Session that a designated fund (similar to Deacons Fund) be established for church members to contribute to ECA scholarships for V7 families; this could result in \$20K

D. New Business (add 10 minutes to discuss - M/S/C)

1. Motion to “provide 50% tuition reimbursement for any faculty member who receives administrative approval (of the superintendent and secondary principal) for courses pre-approved and then receive a passing grade toward a Master’s Degree in a subject where ECA students will receive a dual-enrollment high school and college credit for the course(s) taught by this instructor. For every 10 credit hours of support from ECA, the benefitting instructor will commit to teaching at the dual-enrollment level for a period of one year.”
 - a. Motion made because CCU will require Master’s Degree by 2022 for dual-enrollment instructors; current instructor in mind is Will Pinson
 - b. Amend to be specific to Will Pinson at this time
 - c. Amend to include approval by ECA Administration and Board of Directors
 - d. Amend to require a teacher who departs prematurely to reimburse ECAM/S/C
2. Motion: “While it is desired for each ECA faculty member to have a Bachelor’s Degree in education or their subject of expertise, ECA will allow the administrators (superintendent and the managing principal) to determine the exact degree requirement dependent upon the teaching vacancy as published in the position description. The degree of experience and requirements may vary from specialized training and related experience for some part-time positions to a Bachelor’s, Master’s or Doctorate Degree.”
 - a. Motion made with current choir instructor in mindM/S/C
3. ECA Board Members can make a donation to ECA in memory of Mona Faimon

E. Executive Session

Tabled until planning meeting - M/S/C

F. Adjournment

*All committees, please prepare a 5-10 minute update for Annual Planning Day (11/16/19)

CALENDAR: November 16, 2019 - 9:00am-2:00pm - L10 - ANNUAL PLANNING DAY

(no meeting in December)

January 21, 2020

February 18, 2020

March 17, 2020

April 21, 2020

May 19, 2020

May 28, 2020? Teacher Appreciation Lunch

ECA Superintendent Report

Prepared by: Jim Johnson

October 14, 2019

Enrollment:

- **Enrollment for 2019-2020**
 - We lost one eleventh grade student within the past month, bringing total enrollment to 258. The enrollment trend chart will be forwarded on for your review.
- **Enrollment for 2020-2021**
 - I am providing 3 suggestions for the Board's consideration regarding tuition for next year:
 - Keep the tuition chart the same as current (with built in tuition increase by grade from ~3% to ~5%). This yields approximately \$70,000 in tuition increase, if no students are lost.
 - Increase the tuition chart by 1.7% (equivalent to the 12 month CPI increase). This yields approximately \$98,000 in tuition increase, if no students are lost.
 - Increase the tuition chart by \$120/student (equivalent to the average 12 month CPI increase). This yields approximately \$98,000 in tuition increase, if no students are lost.
 - Increase Anxiety – Regardless of increase, we endeavor to communicate that a variety of aid or assistance is available for students/families. Our hope is that families who value the ECA education will be able to continue to afford it.

Accounting Clarifications:

- The accountants from Capin Crouse have completed their review and are in the process of having journal entries incorporated into last year's close. Also, they have made a handful of policy recommendations. As required, I plan to work with Julie (our Business Office Manager) and Sandi Geving (our Treasurer) in gaining your approval to incorporate these policy changes.

Accreditation:

- ACCS Accreditation Visit Update: ACCS has now given us approval to submit our "self-study" which will be due by December 1st. Following a review/approval of that document, we hope to schedule a Spring Accreditation Visit. Our preferences are April, followed by May for that visit.

Certification for Teachers:

- We have submitted our Certification process to ACCS for their endorsement. We have two teachers who have qualified to receive their Provisional Certification. Many others are very close to receiving this certification.

✳ Conflict of Interest:

- If the new Conflict of Interest forms are in print by the time of our meeting, I will plan to bring them with me. We are close to having this done.

Marketing:

- D.J. and/or Jason Castro will likely make a full report in this area.

MinistrySafe - Physical/Sexual Abuse Screening and Prevention Program

- We are working through our training process for this with the winter sports coaches.
- Other small details are being worked through as well.

Security Update:

- FYI – The security force, contracted by Village Seven, has been making random and planned campus visits. We are particularly thankful for this visible presence of security.

Strategic Planning:

- Randy Thompson will have any available update in this area.

Vehicles:

- D.J. can provide an update about potential church sponsorship monies which may apply to this.
- Terry Buteyn and Andy Cameron are parents who have expressed an interest in helping in this area.

50th Anniversary Planning:

- We are expecting an update soon from 50th Anniversary leaders Mindy Sutton and Janea Coddington.

Endowment Update:

- No further update is available at this time.

Executive Session Item:

- I have an item of information and potential straw vote for our executive session.

Prayer Requests:

- Thanksgiving for the start of our 49th year of school at ECA.
- For the blessing of more students than last year.
- For a veteran faculty and their ability to nurture young students.
- For wisdom as we make careful moves relative to income and expenses this year.
- A prayer for the safety of students and athletes as they travel this year.
- That our ECA representatives would be stellar witnesses in all aspects of life!
- A prayer of wisdom and guidance in this, an ACCS Accreditation year.

Respectfully submitted: *Dr. Jim Johnson*