

Evangelical Christian Academy Board of Directors

“Distinctly Christian – Effectively Classical”

Board Meeting Minutes

September 17, 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: Joseph Friedly - Romans 8 - Perspective and Promise
Laura Wilson - Elem Aide
Ted Walker - V7PC Custodial Manager
Sandra Vollbracht - Sec HS History/Civics Teacher
Randy Thompson - Board Member
Karen Stephens - Elem Kindergarten Teacher
Don Steiner - Sec AD/Ast. Principal/PE Teacher
Lisa Smith - Sec Choir Teacher (no longer at ECA)
Kerry Singleton - Sec JH Principal/Teacher
Amber Scott - Elem Aide

2. ECA's Philosophy Statement: *“Evangelical Christian Academy is founded on the centrality and preeminence of Christ in all things. The truth of Christ is integrated throughout our curriculum. Our educational process is Christ-centered and child-focused, nurturing strong spiritual, social, and academic growth. We employ classical education methodologies to assure that our students know the truth, reason in the truth, and are persuasive for the truth.”*

3. Approval of Minutes: August 2019 M/S/C

4. Correspondence: Mann Family Letter, moved to Executive Session M/S/C

5. Approval of Agenda: M/S/C

B. Reports

1. Collegium: Mrs. Lynn McLinden
 - a. grow awareness: website/social media overhaul (possibly Mr. McLinden),
 - b. eventual succession plan: Kathy Zeal (liaison), Louise Battelli (instructor coordinator)
 - c. pray for: hiring new teachers

2. Superintendent: Jim Johnson
 - a. Reviewed written report for September 2019 (attached)
 - b. Jim will forward strategic plan for consideration regarding updates
 - c. Can board members view board documents online?
 - d. Jim will bring to October board meeting a proposal for 2020-21 tuition chart

3. Finance: Sandi Geving
Reviewed written reports
Approved budget for 2019-20 M/S/C

4. Education: no report

5. Development: John McKeever
 - a. Year end campaign: Giving the Gift of ECA
 - donating for specific needs (vans, etc.)
 - b. Ideas to emphasize long-term connection of Leonard Foundation, ECA, V7PC
 - Stronger letter to V7PC members to donate to LF/ECA through V7
 - creative/website for year end campaign

6. Marketing and Communications: DJ DeJong, Jason Castro
 - a. Viewed new promotional videos
 - b. Board letter to parents (sent 9/27)
 - c. Sandra Henderson (Focus on the Family) being interviewed for Marketing Committee member - 9/30/19 - ECA Board members welcome
 - d. Plans for 50th celebration (parents: Janea Coddington, Mindy Sutton)
 - fall 2020: field day (not fundraiser)
 - Feb/March 2021: gala (fundraiser)
 - April 2021: worship at V7PC (not fundraiser)

7. Resources and Overhead: DJ DeJong, Will Kim
 - a. ECA Christmas gift idea: donating at Christmas to specific needs (vans, security cameras, signage on V7PC campus)
 - b. Connecting with year end campaign (Development Committee)

C. Old Business

1. V7PC/ECA Improvement Initiative: DJ DeJong - ongoing
 - a. Motion for consideration (modified):

“The Evangelical Christian Academy Board of Directors requests the Village Seven Presbyterian Church Session to **confirm** ECA as a ministry of V7PC.”

- Motion to table this for discussion at 11/2019 Planning Meeting - M/S/C
 - b. Motion for consideration (modified):

“The Evangelical Christian Academy Board of Directors requests Village Seven Presbyterian Church to include two budget line items each fiscal year totaling \$50,000: \$25,000 for tuition assistance for V7PC families desiring Christian education at ECA and \$25,000 for capital improvements.”

- Motion to present immediately to V7PC Session - M/S/C

D. New Business

1. New Board Member/Interview: Will Kim (pre-approved by Session) - M/S/C
2. Board Member Annual Appointments M/S/C
 - President - DJ DeJong
 - Vice President - Randy Thompson
 - Treasurer - Sandi Geving
 - Secretary - Heather Morgan
3. Board photo taken (Thanks, Sandi!)
4. Board bios needed

E. Executive Session

F. **Adjournment**: *“Education is always about formation.... The process of transferring beliefs and skills from one generation to the next is essentially what education is. One accurate way to evaluate what a group of people believes is to see how it educates its children.”*

- Andrew Smith, Veritas School

CALENDAR: September 30, 2019 - Interview Sandra Henderson for Marketing Committee
(no meeting Tuesday, November 19)
November 16, 2019 - Annual Planning - 9:00am, L10
December 17, 2019?

ECA Superintendent Report
Prepared by: Jim Johnson September 16, 2019

Enrollment:

- **Enrollment for 2019-2020**
 - I am pleased to report that enrollment is officially up 19 students from the beginning of last year.
- **Enrollment for 2020-2021**
 - Consideration should be given to the “tuition chart” and perhaps other aspects of our work that impact the collection of income as we prepare to enroll for 2020-2021.

Accounting Clarifications:

- The accountants from Capin Crouse were on campus earlier this month for our Fall Review of the 2017-18 books. While their review was quite thorough, it appeared to be a normal review. Julie Branch, Sandi Geving, Dean Watts and I were present for the out brief. Their final report and a few journal entries are expected soon.

Accreditation:

- ACCS Accreditation Visit Update: The application paperwork for the ACCS Accreditation renewal was submitted in May, 2019. Following the ACCS National Conference, progress will be made toward the staging of a spring, 2020 visit. All appears to be in order at this time.

Certification for Teachers:

- We are in the process of submitting our Certification process to ACCS for their endorsement. We have several teachers who should receive their first level of certification within the next few months.

Collegium:

- Collegium Director, Lynn McLinden will join us during our meeting. I trust she will be willing to field any questions you might have.

*** Conflict of Interest:**

- In our most recently completed Review (Capin Crouse – September, 2019) we were reminded that the Board should sign a “Conflict of Interest” document annually. Not only do we need to get these signed, but also realize that as certain conflicts arise, we should respond accordingly. Namely, abstain from any votes that may compromise this (including, but not limited to: voting on your own tuition rates, or contract renewal of any relative of yours).

Marketing:

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

MinistrySafe - Physical/Sexual Abuse Screening and Prevention Program

- A set of policies has been introduced with a sub-set of non-negotiables. The remainder of policies are in their final review for uniformity and acceptability in our unique environment.
- We are optimistic that a heightened sense of accountability and student-protection will prevail

Tuition Assistance:

- Tuition Assistance awards have been made for the current school year. Awards ended below the \$150,000 board-established threshold.

Security Update:

- The “entry dialogue” has been implemented at the Secondary Campus and has been very well received.

Staffing:

- I would like to address two faculty departures as we started the school year. Let’s plan for this in “executive session”.

Strategic Planning:

- We still have two potential strategic planning consultants open for our consideration. Examination of the proposed budget for 2019-20 may be a helpful first step, prior to proceeding with any selection.

Vehicles:

- We do have an ECA parent who has expressed an interest in replacing one or more of our older vans. No further details are available at this time.

50th Anniversary Planning:

- The Marketing Committee has this item on its agenda for 9/16/19. Perhaps more information will be available when we meet.

Endowment Update:

- No further update is available at this time.

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*