

LINN CHRISTIAN EDUCATION ASSOCIATION
Isaac Newton Christian Academy

Board Meeting Minutes – Tuesday December 11, 2018 – 6:00 PM

Present: Nick Clinkinbeard, Josh Davis, Shawn Graham, Mike LeMieux, Jennifer Richmond, Dean Ridder, Adam Sadler, Jason Besler, Krupa Premkumar

Agenda Review

The agenda order was modified to table items that required approval until all members present.

Devotional and Opening Prayer

Nick shared a devotional on the importance of thoughtful and effective communication with recommendations based on James 1:19-20; Proverbs 12:18; 18:13; Colossians 4:6; and 1 Corinthians 9:22. Mike volunteered to lead the January devotional.

Shawn opened the meeting with prayer.

Head of School Report

Dean shared his report, which included:

- Updates on faculty preparations for the ACSI Accreditation visiting team scheduled for March 5-8, 2019. Board members to participate in evening meeting on March 5th.
- Update on annual curriculum review cycle focus subjects, and selection of materials for 12th grade courses in process.
- Board professional development article as recommended reading by all board members: “Avoiding Common Board Mistakes” by Dan Busby and John Pearson.
- Board Policy Review
 - Board Member Church Affiliation 3.02.03 – No change.
 - Enrollment Contract 4.01.04 – No change.
 - Curriculum Development 5.01 – No change.
 - High School Graduation Requirements 5.10 – No change.

Development Director Report

Former Development Director, Kathryne Oates, will complete a follow up interview of the candidates already interviewed by the hiring team; afterward a recommendation will be provided to the board for review and approval.

Unfinished Business

Facilities Update/Discussions - Josh shared that the committee team and internal customers will be meeting to finalize the details of the Patriot Center core plan (locker rooms, storage, coach’s office and storage, and possible strength conditioning room) with separate option for storage mezzanine structure for Primus to quote.

STEM Update - Josh shared that contractors completed the electrical hookup to the vent hood. A review of the STEM financials and additional purchases are planned.

Sports Advisory Committee (SAC) - Nick shared that the SAC is working on drafting policies to clarify scope and branding with the Boosters. Discussions in process on future high school transportation options. Team is exploring additional sports co-op options.

Fine Arts Council Discussion - Dean shared that a director for the drama program has been selected; there is a parent information meeting scheduled next week.

Krupa joined the meeting.

Newton’s Pies Lead Incentive Discussion - Board members discussed new tuition incentive options for the 2019-2020 Newton’s Pies team. More discussion needed at the January meeting.

Hiring/Staffing Update - Dean provided a candidate update on the open teaching positions.

Treasurer Report

Nick shared updates on the budget changes, 2019-2020 tuition and the monthly profit and loss data. Mike made a motion to revise the budget based on changes identified for a net difference of \$6K as presented. Jennifer seconded the motion. Motion passed. The board reviewed the assumptions for the 2019-2020 tuition data presented and discussed the net percentage increase options, which included both payroll and non-payroll expenses. Adam motioned that the 2019-2020 tuition overall increase be set at 4.5%. Mike seconded the motion. Motion passed.

Secretary's Report

Jennifer presented the secretary's report from the October 23rd Board meeting. Nick made a motion to accept the minutes as presented. Mike seconded the motion. Motion passed.

New Business

Strategic Planning - Dean shared an consolidated summary of the strategic planning imperatives goal recommendations received to date. The board then reviewed each of the five imperatives and additional ideas were captured. Dean shared that the goal is to have this strategic planning task completed by the end of January, which also needs to include details and achievable dates. Board members will send any additional goal inputs to Jennifer before the end of December. The board will review, downselect, prioritize and rank each imperative's goals at the January meeting.

Confirm Future Board Meetings (6:00 – 8:00 pm unless noted otherwise)

- January 15th, February 19th, March 26th

Prayer List

- Praise for God's blessings with staff
- Staff position interviews
- God's wisdom for strategic planning
- God's wisdom and discernment on fundraising

Adjournment and Prayer

Meeting adjourned and closed with group prayer at 8:35 pm.

Respectfully Submitted,
Jennifer Richmond