

LINN CHRISTIAN EDUCATION ASSOCIATION
Isaac Newton Christian Academy
Board Meeting Minutes – Tuesday February 19, 2019 – 6:00 PM

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

Devotional and Opening Prayer

Dean shared the devotional “Little by Little” from the book *Devoted Parent: Devotions from Christian Teachers to Parents* by the faculty of Summit Christian Academy. A reflection upon Deuteronomy 7:22 and Exodus 23:29–30 reminding us of God’s provision and protection in His timing. God wants our best and prepares His people through challenges; teaching us to always be learning. Jennifer volunteered to lead the devotional for the next meeting.

Nick opened the meeting with prayer.

Agenda Review

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

Head of School Report

Dean shared his report, which included:

- Additional updates and reminders for the ACSI Accreditation visiting team scheduled for March 5-8, 2019.
- Dean was elected to the ACSI Commission for Accreditation.
- The 2019-2020 school calendar draft is prepared, yet not finalized due to active legislation in Des Moines, which might affect the start of school. A proposed calendar will be presented for the March meeting.
- Board professional development article as recommended reading by all board members: “Christian Trusteeship and Authority”, which is an excerpt from the book *A Call to Christian School Trusteeship: The Christian School Trustee Handbook* by Simon Jeynes (CSM).
- Board Policy Revision or Review
 - Athletic Booster Club 8.14.04 – Recommendation to remove “Athletic” from the policy title and expand the scope of this policy to support more than just athletics. The Booster Club has already been collecting money to support the music program. These changes have been approved by the Booster’s Club leadership. Jennifer motioned that policy revisions be approved. Josh seconded the motion. Motion to be voted by email with full board representation: motion passed.
 - Deposits 04.03.04 – No change.
 - Generally Accepted Accounting Principles 4.06.01 – No change.
 - Books of Record and Financial Statements 4.06.02 – No change.
 - Fiscal Year 4.06.04– No change.

Shawn joined the meeting.

Development Director Report

Sarah presented updates on the banquet theme “Thanquet”, date and logistics. Her report also included updates on STO, Relationships newsletter mailing, training scheduled in August, and highlights of directed giving projects she is collaborating on.

Enrollment Director Report

Tracy provided an update on the projected enrollment for 2019-2020 school year. The High School Information Meeting had 15 families in attendance. The Pre-K & Kindergarten Open House is schedule for February 25.

Adam joined the meeting.

Treasurer Report

Nick shared the financial report for July 2018-January 2019 Profit & Loss Previous Year Comparison. The board discussed a few income and expense categories with major changes.

Secretary's Report

Jennifer presented the secretary's report from the January 15, 2019 Board meeting. Correction was made to a typo. Nick made a motion to accept the minutes as modified. Jason seconded the motion. Motion to be voted by email with full board representation: motion passed.

Unfinished Business

Sports Advisory Committee (SAC) - Additional high school sports co-op discussions are in process. Football and track co-ops are in place for 7th and 8th with Regis Middle school. SAC is working on the good conduct policy draft.

Newton's Pies Discussion - Jennifer, Shawn, and Krupa presented draft guidance on the proposed restructure of the Newton's Pies Committee in an effort to secure continued leadership of fundraiser year-over-year. The vision: one Pie Lead role and two Pie Assistant roles, reporting to the Pie Lead. All three positions would be paid a stipend for specific responsibilities to complete the fundraiser. Board discussion affirmed having the incentive stipends be true stipends (not tuition credits). Draft application and contract information was also presented; these documents would be further developed once there are people interested to work in these new roles. Jennifer will send the high-level restructure concept out to multiple current/former pie committee volunteers for additional feedback before the board launches full community promotion in March.

Facilities Update/Discussion - Sarah summarized the remaining detail elements of the Commons Area remodel. Josh shared that the city has been re-engaged on the Patriot Center plans, updated drawings will be quoted by Primus once the city approves the plans. The Facilities Committee will be inventorying storage needs. Nick to investigate refinance options.

Board Interviews - Josh shared the name and information of another nominated candidate for consideration, and will reach out to them to prayerfully consider being interviewed for a position.

Annual Meeting - The board discussed multiple ideas and alternative formats on leveraging technology, absentee ballots, or the spring concert gathering to update the membership on school community informational reports, as well as being able to attain the quorum needed for voting on required annual business meeting items. Need to refine ideas at the the March meeting.

Strategic Planning - Dean shared the completed Continuous School Improvement Plan (CSIP) and Strategic Plan Imperatives and Goals for 2019-2022, which pulled together many of the elements that the board and Dean have been working through. Dean also provided some guidance to board members on preparation for the ACSI visiting team.

New Business

None.

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

- March 26th, April 23rd, May 21st, July 16th

Reminder - March 5th 5:30-8:30 pm Board Accreditation Meeting

Prayer List

- Praise: safe return of high school students from college visit tours
- Accreditation visit and process
- Annual meeting logistics
- Thanquet and Pies fundraisers
- Enrollment

- Board member's personal requests

Adjournment and Prayer

Meeting adjourned and closed with group prayer at 8:00 pm.

Respectfully Submitted,
Jennifer Richmond