

LINN CHRISTIAN EDUCATION ASSOCIATION
Isaac Newton Christian Academy

Monthly Board Meeting & Annual Retreat Minutes – Monday, July 23, 2018 – 5:00 PM

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

Agenda Review and Opening Prayer

The agenda order was modified to allow time for a few board members who were delayed. Mike opened the meeting with prayer.

Head of School Report

Dean shared his report, which included:

- Staffing Update - Art Teacher and Food Services Director positions have been filled. There are some after school care worker positions still open.
- Dual Credit Courses updates - total of seven dual credit courses available to students through Colorado Christian University.
- Board professional development article as recommended reading by all board members: "School Viability: Required Long-Term Impact" by Steve Dill.
- Board Policy Review
 - Statement of Authority for Matters of Belief and Conduct, 2.03.02 – No change.
 - Transportation, 8.08 – No change.
 - Volunteer Recognition, 8.14.01 – No change.

Development Director Report

Enrollment is very strong for the fall. We started the 2018 school year with 236 students; this fall we will start with around 255 students. Kindergarten, first, and sixth will be split into two sections each. We are working on some branding and signage over the summer. The Activity Center will be renamed "The Patriot Center", with signage over the exterior entry. There will also be a bronze plaque affixed to the brick recognizing the two lead donor couples to the project but also a general thank you to all the people who gave to the building campaign. On the upper left side of the school building that faces Linmar, "Isaac Newton Christian Academy" lettering will be installed. We have raised our \$123,115 allotment of funds for the STO. We sent out an end-of-the-year parent survey; 108 participated. A summary of the report and comments has been prepared for the Board.

Treasurer Report

Lance is working on tying off the year end numbers for 2017-2018 (GAP still trending well) and that information will be presented at future meeting. Lance shared the financial reports for July 2017-June 2018 Profit & Loss Previous Year Comparison, Actual Expense vs. Budget, Balance Sheet Previous Year Comparison, and details on assessing three of the financial Stability Markers using the ISM criteria.

Unfinished Business

Facilities Update - Josh provided an update on the concession area plan being finalized under budget. Progress is being made on the Commons Area updates with some scope portions delayed to winter for a better price. The Facilities Committee will look at future Activity Center plans and projected costs for options to consider at a later meeting. Quotes have been secured to update the three remaining areas of older windows including abatement costs.

Krupa joined the meeting.

Secretary's Report

Jennifer presented the secretary's report from the May 15th Board meeting. Nick made a motion to accept the minutes as presented. Adam seconded the motion. Motion passed. Jennifer shared a copy of the draft minutes from the Annual LCEA Meeting held on May 1, 2018 for members to review. Consensus was that a draft marked copy could be stored in ParentsWeb for families to reference. Jennifer briefly summarized the LCEA Board approval that occurred by email on July 23rd to affirm the Art Teacher recommendation for hire.

Unfinished Business

Sports Advisory Committee (SAC) Update - Nick shared information on co-op discussions since the last committee meeting. There was discussion on assets requested for The Patriot Center however there is no funding available at this point.

STEM Update - Josh shared that additional purchases were process using the STEM funds to add resources both in the STEM lab and Technology lab. The vent hood and gas supply installations still need to get quoted and installed for Chemistry class.

Fine Arts Council Discussion - Krupa volunteered to be a board representative and support Jessica Steffen in helping launch this new council. Dean shared insight on being mindful about Jr High vs. High School activity groups.

Jason joined the meeting.

Emeritus Director Discussion - Bylaw requirements currently state that “the Emeritus Counsel appointee must have served at least one (1) term of three (3) years for a total of three years on the Board of Directors before being considered for this position”.

New Business

CLOSED SESSION DISCUSSION

Board Communication to Families Discussion - Board discussed suggestion to post information highlights on the school website for families to have as a reference on: process for addressing the Board, open board meetings, posting of approved board minutes, Nominating Committee process, and the different roles between the Board and Head of School. Consensus was to have this information added to the web content where the board members and officers are listed.

Newton’s Pies Discussion - Jennifer shared information on the 2018 sales goal. There was discussion on volunteer needs and also suggestions to update the Newton’s Pies information for the summer mailing packets. Consensus was to look for someone to apply to be a “Committee Lead in Training” this fall and commit to lead the Newton’s Pies fundraiser for the 2019-2020 school year (offering a \$500 tuition stipend to selected family).

Worldview Matters Discussion - Dean shared information about a request from the Worldview Matters organization seeking a response about LCEA interest in taking on a specific portion of the ministry. After board discussion on mission alignment factors and financial implications, the consensus was to pass on this request.

Upward Sports Discussion - Josh shared information about a request from the Upward organization about usage of The Patriot Center as a future site. After initial discussion on the volunteer and space timing commitments that could be required, the SAC was asked to capture a list of questions and concerns to assist the Board in appropriately responding to the request.

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

- Monday, August 20th, September 18th, October 23rd, November-No meeting, December 11th

Recognize and “send off” Lance and Tim - Josh and the board extended their thanks and appreciation for the hard work and positive changes that Lance has done. Tim was guiding Trail Life scouts in the mountains of Wyoming and unable to attend the meeting.

Adjourn July Board Meeting & Transition to Annual Retreat Meeting

Lance left the meeting.

Devotional

Jennifer shared a Chuck Swindoll devotion on Knowing God's Will based on Philippians 2:12-13, Proverbs 2:3-11, Proverbs 12:15, and other passages of scripture. There was reflection on the importance of being in God's Word (understanding precepts vs. principles), being alert and looking around and within with a sensitive spirit, and listening to the counsel of qualified people. Adam volunteered to do the devotional for the next meeting.

Opening Prayer

Dean opened the meeting with prayer.

Agenda Review, Board Overview

Josh reviewed the Board agenda for the retreat meeting and officially welcomed Krupa to the Board of Directors.

Election of Officers

Josh shared that the election of officers to the Executive Committee is for a one-year term. Josh reviewed the nominations already received, and provided opportunity for additional nominations from the board, for each of the following officer positions:

- Secretary: Josh made a motion to nominate Jennifer. Shawn seconded the motion. Motion passed.
- Treasurer: Mike made a motion to nominate Nick. Jason seconded the motion. Motion passed.
- Vice President: Shawn and Mike made a motion to self-nominate. Jennifer seconded Shawn's motion. Jason seconded Mike's motion. Shawn and Mike left the room for board discussion; a board ballot majority vote approved the motion of Mike as VP.
- President: Josh made a motion to self-nominate. Adam seconded the motion. Motion passed.

Board Training Discussion

Josh reminded each of the board members to review the training resources provided (book "Serving God on the Christian School Board" by Roy W. Lowrie, Jr and Roy L. Lowrie), guiding school policies, articles that Dean shares each meeting for Board professional development. Dean also shared highlights from past board training of best practices/expectations to assist each member in their role. Jennifer will re-share the Google link for the school documents and policies that are maintained electronically.

2018-2019 School Year Project Priorities

1. Strategic Plan Development Update - Accreditation requirement
2. Fine Arts Council
3. STEM Furnishing/Equipping Project - curriculum integrations
4. Student/Family Retention - exit interview process using third party
5. Teaching Excellence
6. Fundraising
7. Facilities Finish Plan

Committees Summary & Update

Jennifer shared draft copies of the updated LCEA Committees information for the upcoming school year. All members were encouraged to review and identify areas of interest/expertise such that updates can be made.

Foundational Documents Review

Dean provided a copy of the Isaac Newton Christian Academy Mission statement for all to read and review. Dean provided a copy of the Isaac Newton Christian Academy Vision statement for all to review. Dean provided a copy of the Isaac Newton Christian Academy Statement of Faith for all to review. Dean provided a copy of the Isaac Newton Christian Academy Philosophy of Christian Education for all to review.

Strategic Planning Overview & Discussion Session

Deferred to August meeting due to time constraints. Dean shared documents to be reviewed ahead of time.

Prayer List

- Praise: recent staff positions filled
- Staff health
- God's wisdom and insight on decisions
- Discernment, patience and wisdom on strategic planning development
- Board members health
- Thanks for Lance and Tim's giving service

Adjournment and Prayer

Meeting adjourned and closed with group prayer at 9:00 pm.

Respectfully Submitted,
Jennifer Richmond