

**Linn Christian Education Association
Isaac Newton Christian Academy
Board Meeting Minutes
2022-10-25 6:00pm**

Attendance

- staff: Tracy King; Dean Ridder was absent due to an ACSI accreditation trip
- board members: Neil Gutschmidt, Amy McDonald, Jonathan Newberry, Barb McDaniel, Bob Mosey, Stephanie Prochaska, John Garbes, Harris Holsapple; Laura Devaisher was absent due to personal business

Devotional & Opening

Amy opened in prayer, and Stephanie shared a devotional about why God compares us to sheep in the Bible, and a lesson from the parable of the lost sheep.

Amy volunteered to share a devotional at the November board meeting.

Secretary's Report

Harris made a motion to accept the September meeting minutes, with the corrections/clarifications requested by Amy and made during the meeting; John seconded the motion; a verbal vote was taken and passed.

Development/Enrollment Director Report

Tracy presented a financial summary of donations and fundraising efforts. ~\$10k has been raised to date in addition to the STO funding. The prior years are not good comparables due to the Patriot Center Capital Campaign. Board discussed what should be the appropriate goal (budget) for gifts and donations. Amy suggested that it should be whatever the GAP is in the operating budget (operating costs not covered by cost of tuition) and any additional capital projects specifically identified. Neil concurred and will update the budget accordingly.

To bolster the background knowledge of newer board members, Amy reviewed the history of our facilities strategy, to give context to the discussion about targeting year-end donations to a specific project. Multiple board members shared their perspective on whether to commit to replacing the windows and flooring in the Pre-K wing of the building, to solidify a target for year-end giving. The board discussed and a motion was made to dedicate the year-end giving push to complete the renovation of the old/original facility, with an estimated start time of summer of 2023; John made the motion and Neil seconded, a verbal vote was taken and passed unanimously.

Tracy shared an update on STO giving and distribution, including a brand new donor. She noted that the school has received the first distribution from the STO, and there is still a need to raise the remainder of the amount assigned to Isaac Newton Christian Academy, about \$31,000.

Tracy reported that Grandparents Day was amazing and had a big impact on the participants, and even some of the hosts.

Tracy gave an update on current enrollment holding steady at 272, consistent with prior month, and noted that inquiries for 2023-2023 enrollment have already begun.

Amy asked for a general sense of how the mood of the school is, and Tracy said things are generally going well, with some opportunities for refinement in the day-to-day, which the Head Of School and the Secondary Principal are working through.

Treasurer Report

Neil reported that monthly financial reports for September aren't ready yet, but that he'll be working to smooth out the processes to ensure timely financial data to make decisions from.

Neil walked through the budget proposal, starting from the highest level summary, and stepping down through each layer of detail. He noted that the total of giving from donors almost exactly covers the tuition subsidies (essentially scholarships), and that he'll be working toward refining the tuition subsidies in the future.

Amy offered some insight on the year-over-year increase in Labor Overhead, having discussed with Mr. Ridder separately. There was additional discussion around staffing.

John made a motion to accept the proposed budget as presented, with an adjustment/reduction to budgeted giving/donations to make the bottom line net-zero; Barb seconded. A verbal vote was taken and passed unanimously.

Jonathan asked about how the tuition discounts are applied, and whether communication to parents could be improved around. Bob noted that there had been a Discounts Committee that met and made some small changes to discounts for the current school year. Amy suggested that the next discount category that needed to be evaluated for purpose and effectiveness is the faculty-parent discount and multi-child discount.

Newton's Pies

Bob & Stephanie gave a brief summary about the pie fundraiser, noting that the sales were under the goal but consistent with last year, excluding the one business customer that purchased over a thousand pies last year. They stated that overall totals, for both expenses and revenue, should be mostly finalized by the next board meeting.

Facilities Committee

John reported briefly on updates from the architects that designed the future building concept, and the vendor that is providing the partitions for The Patriot Center. He asked the architect to hold off on the 3D digital renders, for cost reasons, and that we are still waiting on the partition vendor.

Neil mentioned a draft Letter Of Intent from a solar panel vendor for the board to consider, with an expectation from the vendor to have a decision on the potential future solar project by January 1st, 2023.

Nominating Committee

Amy reported that two potential candidates have been identified and will be interviewed as soon as practical.

STEM Committee

Jonathan reported this committee hasn't been able to meet yet, but will soon.

Sports Advisory Committee

Amy reported that the sports partnership with Xavier High School is working out well.

Closed Session Topics

Tracy was dismissed. The board discussed issues that have arisen in the school, for the purpose of determining three things: Do we have the right processes in place? Are we following the defined processes? Does the associated policy need to be revised to improve the processes. The board collected questions to better understand the issues and to advance solutions.

Closing

The meeting concluded in prayer.

Future Board Meetings

- November 29th
- January 24th
- February 28th