

**Linn Christian Education Association
Isaac Newton Christian Academy
Board Meeting Minutes
2025-03-25 6:00-9:15pm**

Attendance

- staff: Dr. Dean Ridder, Stasha Padgett, Tracy King, Dr. Barbara Perry (6:00-9:00), Denise Jorgensen (6:45-9:00), Beth Ngo (6:45-9:00)
- board members: Bob Mosey, John Garbes, Katie Warner, Stephen Pitts, Neil Gutschmidt, Gabe Rohwedder, Stephanie Prochaska (starting at 6:30); Steve Howard was absent
- guests: Amanda Lane (6:00-9:15, board candidate); Paul Newman (6:10-6:35, Willett, Hofmann & Associates); Jeff Westrom (6:45-7:15, JWMorton)

Opening

Stephen opened the meeting in prayer.

Secretary's Report

The board reviewed the minutes from the February meeting in advance via email and the majority of board members voted to approve, with some small clarifications which were incorporated prior to publication.

Head Of School's Report

Dean presented three policies for review:

- 3.04, Board and Membership Records and Policies
- 4.03.01, Cash Management Reporting
- 4.03.02, Receipt of Cash

No changes were proposed, and none were made.

Closed Session

The Head of School Report was paused and Paul Newman from Willett, Hofmann & Associates joined the meeting to discuss strategy for potential future construction.

Paul left the meeting and the closed session concluded with no official actions taken.

Devotional

Stephanie shared a devotional from Isaiah 43:16-19. John will prepare a devotional for the next board meeting.

Capital Campaign

Jeff Westrom joined the meeting to share a vision for the capital campaign, to start strong with a solid communication strategy. He shared a draft presentation for use with private donor meetings in advance of the broader campaign kickoff. Afterward, Jeff left the meeting.

Head of School's Report (cont'd)

The school applied for Exemplary Accreditation with ACSI and has been granted Candidate status for Exemplary Accreditation. The ACSI accreditation visit will occur during the Fall 2026 semester.

The administrative team recommends entering into a contract with the Christian School Management (CSM) organization for strategic planning and strategic financial management planning. CSM will conduct a one-week, onsite planning retreat for faculty and board members, to be scheduled for the first full week of May. John made a motion to contract with CSM for the planning retreat, Neil seconded the motion; the motion was approved via unanimous verbal vote.

Dean prepared and presented a faculty professional development plan, to offer as an option for faculty next school year. In response to a request for input regarding a stipend to attach to faculty participation in, and completion of, the development plan the board discussed various aspects and considerations, but ultimately determined that the faculty professional development plan is an operational matter. There was universal support for the idea, and the board requested that school administration determine the details independently and include the total in the budget request for the upcoming year.

The board professional development article provided this month was titled: "Sample Topics to Cover at Board Meetings Throughout a Year." This article comes from the Appendix A of Trustee Handbook by Donna Orem and Debra P. Wilson, published by the National Association of Independent Schools (NAIS).

Director Of Development & Enrollment Report

Tracy reported that a total of 401 students are enrolled for the 25/26 school year.

She also shared the exciting news that a \$400k gift was received from a donor, the largest single gift ever received by Isaac Newton Christian Academy.

Annual Banquet reservations are filling up, and 17 sponsors have been secured so far, with contributions totaling over \$12k to offset the costs of the banquet.

Treasurer's Report

Neil provided an update on year-to-date financial state, showing income within 1% of budget and expenses within 3% of budget.

Neil provided an overview of potential future cash reserves and theoretical debt service analysis.

Nominating Committee

Amanda Lane has completed an application to join the board. Neil made a motion to include Amanda as a candidate on the ballot at the Annual Meeting, which John seconded; the motion passed by unanimous verbal vote.

There will be three candidates for board membership on the ballot at the Annual Meeting: Pastor James Perry, Nick Dose, and Amanda Lane.

Closing

Neil closed the meeting in prayer.

Future Board Meetings

- April 22nd, 6-9pm
- May 20th, 6-9pm