

**Linn Christian Education Association
Isaac Newton Christian Academy
August Monthly Board Meeting Minutes
Tuesday August 17th, 2021**

5:00-8:00 P.M. @ INCA

Present – Nick Clinkinbeard, Mike LeMieux, Amy McDonald, Bob Mosey, Krupa Premkumar, Tracy King, Jonathan Newberry, Barb McDaniel, Harris Holsapple

Devotional and Opening Prayer

Mike prayed. Amy shared about loving one another. Harris has the devotional for September.

Opening remarks & agenda review

Amy opened with reviewing agenda for meeting.

Secretary's Report

Krupa presented the report from the July Board meeting with additional updates from Amy. Nick made a motion to accept the minutes as presented. Harris seconded the motion. Motion passed.

Head of School Report

Dean shared the below information:

Policy Review – No changes were proposed to any of these policies at this time

- 7.09
- 7.11
- 7.12
- Volunteer Recognition

Accreditation update

- The current accreditation expires in 2024 and ACSI has a process for schools in good standing to extend their accreditation for up to 2 years. INCA meets all their requirements to receive the extension. This will be a cost saving of \$10K.
- Board approved receiving the extension that comes with no additional cost

Board of Directors Annual Evaluations

- Board members completed the School Culture profile and Board Self-Evaluation process and turned this in at the meeting

Board Annual Affirmation of Service

- Board members signed and provided this document to Dean during the meeting.

Policy guidance – ACSI Accreditation indicator 3:11 – school needs a written plan to transfer student records in event of closure. Dean has reached out to Heritage to see if he could use them in the plan to comply and is waiting to hear back from them.

Faculty Professional Development

- The focus for faculty development will be on emotional and spiritual health. The course titled “Get your life back” will be beneficial to faculty and also meet ACSI requirements.

Other items

- Today was the new teacher orientation day. The teacher team is great and Dean is hopeful for a good upcoming school year.
- Dean working with resources at College Community to secure hearing aids for student who transferred to INCA during the middle of the school year. This could incur a cost of \$2500. INCA will purchase the equipment which will be serviced by Grant Wood AEA to assist the student. Board approved purchasing the new equipment.
- For a variety of reasons, High School students do not necessarily carry a full load of classes, but will still meet graduation requirements. High School students / families are requesting freedom to leave campus during free periods during the school day. However, the lack of being on campus impacts the leadership

culture. Secondary team has worked hard on giving opportunities for students to stay on campus and continue to evaluate. No change currently recommended.

Development Director Report

Patriot Center update / Capital Campaign – Amy and Tracy

- Total raised / reserve to date over \$950k including \$50k grant, just short of \$1M goal.
- Paid off \$100,000 debt. We hope to pay around another \$150K after paying all construction bills. (total paydown should be at least 40% of original \$600k debt balance)
- Do not have Occupancy from City, but confirmation from Primus to use the patriot center.
- Expenses so far \$703K with added garage doors that cost us \$12K
- We will work on wish lists like audio visual equipment, weight room etc. once the main project is completed
- Keith Bowe and Jennifer Richmond are managing purse strings for audio visual equipment.
- Harris to check on finding more info on used gym equipment donations.

Banquet 2021

- Cost less than expected.
- Mailed 657 banquet letters.
- Received \$20k in donations. Waiting on one matching donation.
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Banquet 2022

- Jeff Myers is being considered as a potential speaker for the night. John Eldridge was suggested as another potential candidate
- Waiting on Marriott to confirm on location. Also visited Doubletree as a potential venue site.

Enrollment and STO

- Enrollment at 285 so far.
- Back to school night is August 19th and we have about 100 new students as of today. Heather Hubbard is coordinating food for the night.
- We have reached our goal for STO and any excess amount will go towards helping schools who are struggling to raise their funds.
- Upcoming donor meeting for STEM.

Changing Donor s/w

- Training and conversion is in progress with weekly meetings with conversion liaison to ensure Donor data gets moved accurately to the new system.
- Target conversion completion date is beginning of September.

Treasurer's Report

Bob shared the following

- We have new actuals mostly finalized from the last fiscal year that ended in June.
- We don't have numbers for July yet. No actuals vs budget yet since budget hasn't been finalized yet.
- Updates have been made to the draft 2021-2022 budget.
- Bob still working on final budget. Plans to bring more clarity in September.

Unfinished business

Pandemic response plan

- Current Iowa State law HF 847 prohibits a school, including private schools, from requiring masks (mask mandate)
- Board discussed and concluded giving the choice to each family to choose to wear a mask or not.
- Cleaning protocols maintained to 2020-2021 levels.
- Administration to evaluate high density areas for students and teachers and explore how to reduce the density (Ex., Working to reduce lunchroom headcount . . . possible rotations).
- 10-day quarantine for infected persons only, but others to monitor symptoms. Mrs. Jorgenson to continue to administer).
- A communication will be sent to families from the board emphasizing each family's responsibility to monitor and keep their student home if sick and the family choice to wear a mask or not. Emphasis should be placed on mutual respect and acceptance no matter the choice.
- Establishment of a COVID SWAT team, to include Board members (Newberry, McDonald, and other ad hoc members).

Pie update – Krupa

- Red folders in progress.
- Bob and Krupa met to discuss managing online sales, pie pickup orders and inventory since Charisma Wickham isn't available this year.
- Pie box orders have been placed.

Benchmarking initiative Dean/Amy –

- Dean will work with ACSI to identify similar sized schools and develop benchmarking request.

SAC

- Thad Joyce reviewed the contract details with Cedar Valley given the significant loss in rental income with the movement of the HS Sports team. Based on the details of the arrangement, concluded the contract equitable. Isaac Newton's opportunity to replace the revenue is in concession sales.
- Currently, Booster club runs / manages concession stands and retains the profits for Booster club activities. Will need to be revisited to cover operational costs and principal / interest on Patriot Center.
- Agreed to sign one year agreement with CV and revisit it to renew it, if needed, on a yearly basis. More discussion needs to happen on this before a decision can be made.

Strategy review

- Each board member provided input for strategic opportunities / top priorities for the board to work on. The input was summarized and discussed.
- Top 3 priorities were (1) Communication - enhanced awareness of mission / vision and value of school. (2) Financial stability – review and evaluate full cost of tuition, discounts, and how to close the GAP. (3) Retention – formalize process to evaluate and address, specifically for middle school and high school.
- Board ultimately prioritized Communication - Increased communication for families to have a pulse on what's going on in the school –Idea to create a communication committee? Integrate mission of school into all our communication – goal of the committee evaluates existing communications, see what needs to be changed? – Tracy to head it (met with consultant to explore our communication on social media). Amy and Mike will join team.
- Finance Committee to finalize discount evaluation. Bob to chair. Amy, Nick and Barb to participate.
- LCEA committee org chart was reviewed, and board members names were reviewed, added and updated and "Protect the mission" committee was added to the org chart.
- Amy discussed about the working calendar mentioning items to work on in December and Feb (must lock contracts for teachers).

New Business

- Confirm Future Meetings (Sept 21st, Oct 19th, Nov 30th)
- Close in Prayer - Amy