



Board of Directors
May 21, 2020

Karen Deighan called the meeting to order at 6:09 PM. This meeting was held via Zoom. Members present were Jason Anderson, Karen Deighan, Mark Diamond, Cindy Hyatt and Susan Teryek. Also present were Board Advisor Charlie Horsken, Headmaster Jim Miller, ELC Director Lisa Sargent, and Office Manager Carolyn Yule.

Mr. Miller opened the meeting with prayer.

Headmaster Report: Mr. Miller reviewed the attached report. In addition, a second virtual Open House is planned for June 11 and another one later in the summer. Graduation will be held on June 2 at the Outdoor Chapel at Camp Brookwoods. Participants will be limited to less than 50 (graduates, immediate families and staff). Keynote address will be presented by Marc Swenson of FCCO. Kindergarten graduation will be held outside at the school on June 3. Significant efforts have been made to improve the website and streamline registration.

ELC Director Report: See attached. Ms. Sargent reported that the ELC closed on April 3 and reopened on May 18. The time between was used for facility work and sanitization. Efforts are being made to comply with CDC requirements for daycares using sound judgment of staff. Playground work is needed – play sand, sandbox repair and gates.

Financial Update: Mrs. Deighan reported that cash flow is looking good right now thanks to the SBA PPP grant. However, it is anticipated that we will need to repay \$30K.

April Minutes: Ms. Hyatt noted that there was an error on page 1 bullet 3 under Old Business. The balloon payment is \$300K. **Mr. Anderson made a motion seconded by Mrs. Teryek to approve the April Minutes as corrected. Passed with unanimous roll call vote.**

Old Business

- Strategic Plan: Mr. Miller reported that a draft is completed and is available for Board review on Google Drive. He will send the link.
- Teacher Contracts: Discussion surrounded the issue of adding free tuition for teachers as a benefit on the contract. **Mr. Diamond made a motion seconded by Ms. Hyatt that this language not be included in the contract. Motion passed unanimously by roll call vote.** Mr. Anderson and Mrs. Deighan will work on the language for the rest of the Contract and Conditions of Employment.



- Apartment Leases: Apt. 1 accepts the terms of the new lease and would like to add her husband to the lease if he gains entry to the US. Apt 2 had a list of modifications to the lease. After discussion, it was decided that some of the conditions are not negotiable (guns on the property, smoking and German Shepherd dog). They will be asked to leave within 60 days. Mr. Anderson and Mr. Diamond will work together to implement eviction. There are significant repairs that will need to be made before this apartment can be rented again.
- Facilities
 - Chimney Repair: Ms. Hyatt will follow up
 - Apartment Roof Repair: Mrs. Teryek will follow up with Mr. Prill
- Peoples Bank: More information is anticipated regarding refinancing the loan and payback amount from the SBA PPP loan. Discussion was deferred to the June meeting.
- Market Analysis for Sale of the Facilities: A report from realtor Gerard Costantino estimates market value at \$899-949K and time on market in excess of 1 year based on comparable data. Mr. Horsken shared his concerns about continuing the school without the facility and/or facility replacement. Mr. Anderson shared his in support of putting the facility on the market. Mrs. Deighan will check on the impact on the loan refinance.
 - Budget/Salary Cap: The Board was not prepared to set a budget for 2020/2021. By consensus it was decided that Mr. Miller would have a limit of \$139K for K-8 salaries. Mrs. Deighan will work with Deb Gagne on a draft budget for the next meeting.

New Business

- Summer Camp: Mrs. Sargent is proposing a K-G3 full day program for the summer. Staff:student ratio is 9:1 and 5 enrollees will break even.
- Board Membership: Mrs. Deighan and Mr. Diamond will end their terms in June. Mr. Miller is pursuing new Board members. In the interim, Mr. Anderson will take over responsibility for the Board email.

Review Criteria for Continued Operation

- \$110,000 in tuition income: No students are enrolled for 2020/2021
- Loan refinanced or mortgage paid off: No
- Facility Repairs as defined in the Annual Meeting completed: None
- Minimum of 5 Board Members: No
- 2020/2023 Strategic Plan in Place: Draft completed and will be made available for review

Mr. Anderson made a motion seconded by Ms. Hyatt that this criteria will be evaluated at the beginning of the June meeting and that a vote will follow regarding continued operation of Cornerstone Christian Academy. Roll call vote was unanimous.



Mr. Horsken reported that he will complete the playground fence/gate repairs on Saturday. Mrs. Deighan stated that she would research what is involved in discontinuing operation.

The meeting was adjourned to Executive Session at 8:25 PM. Next meeting is planned for June 18 at 6 PM.

Results of Executive Session: Tuition waiver will be offered as requested.

Respectfully submitted,
Cindy Hyatt

From the desk of Jim Miller, Headmaster:

- Conducted our first Virtual Open House - more than double participation over recent years
- Completed the three-year strategic plan (phase 1- high level plan) now on Google Drive
- Coordinated opening the Early Learning Center
- Worked on contracts
- Revamped Volunteer Program for the 2020 - 2021 school year
- Coordinated The TBRI event with the intention of three follow-up sessions
- Planning for graduation(s) Eighth Grade and Kindergarten
- Continued updating website

From the desk of Lisa Sargent, ELC Director:

- As you know the ELC was closed on April 3, 2020. Since we were approved as an Emergency Childcare Provider, we reopened on May 18, 2020.
- During our downtime, we cleaned and disinfected the classrooms. Mary and Kristi spruced up the infant room with new paint and curtains. Jill raked and cleaned up the playground. Sarah and Brianna straightened out the supplies in the toddler kitchen. A true team effort.
- We all put together 3 project pick-up folders and invited the children drive through and pick up activities to do at home.
- Now that they are put back to work we are striving to meet the new guidelines put forth by the governor and trying to give some normalcy to the little ones in these very strange times. I am trying to work on the website and some marketing ideas. Along with working with Carolyn to streamline the admissions process and put different systems in place for September. We are all trying to make good use of our time and build up the ELC.



Executive Session was called to order by Mrs. Deighan at 8:28 PM

Mr. Miller presented a request that tuition be waived for the Grade 1 daughter of Carolyn Yule, CCA Office Manager. **Mr. Anderson made a motion seconded by Mr. Diamond to approve the tuition waiver. Roll call vote was 4 to 1 in favor.**

Mrs. Deighan requested that the Board brainstorm what would be needed to discontinue operation. The following is the result

- Bank note
- Sell Building
- Manage tenants
- Utilities/outstanding debts
- Estimate date for shutdown
- Notify parents
- Consider severance pay for administrators
- Liability insurance – Deb
- Dissolve EIN
- Non-profit status
- Fundraisers
- Social media/website

Mr. Miller closed us in prayer which included the Prayer of St. Francis.

Meeting was adjourned at 8:39 PM after Mr. Diamond initiated a brief discussion about the possibilities for severance pay for some staff.