



## Board Meeting Minutes

### Executive Session

July 16, 2020

Members present: David Baker, Jon Beam, James Colcord, Cindy Hyatt, Rob Lyle and Susan Teryek. Also present were Jim Miller and Dan Helgerson.

At 6:10 PM, Mr. Beam called the meeting to order and Mr. Colcord opened with prayer.

Mr. Helgerson participated in a conversation/question and answer session about his qualifications and interest in Board membership which lasted for 30 minutes.

At 6:30, the following group of teachers joined the meeting per invitation: Jen Smith, Lilli Anna Henderson, Kristi Nieman, Mary Stetson, Lynn Kiely, Lisa Sargent, Carrie Fogg, and Mary Beth Bowling. In general comments, the ELC staff reported that the quarantine time was productively used and all teachers were effective at maintaining relationships with students and families. Elementary staff reported a very successful year in spite of the quarantine. All elementary students made significant gains in reading. Mrs. Smith stated that multi-age worked for grades 1-3 and that she would choose that in the future. Mr. Beam then led the discussion to specific issues

Issue	Build On	Build Up
Spiritual Climate	Chapel, daily teacher devotional, students enthusiastic about Bible instruction, opportunities for spiritual instruction throughout the day, Middle School devotions/prayer	Community service, devotionals for ELC staff, integration into all subjects
Curriculum and Academics	Significant reading gains for all elementary students, Saxon math	Science/Social Studies/Bible curriculum for elementary, curriculum for preschool, K-8 scope and sequence
Supplies and Resources		Budget for each teacher
Technology		Chromebooks, working laptops for teachers, virus protection, firewall, Smart boards, infrastructure

Communication with Administration	Daily meetings of School Staff	More deliberate communication, communication within the ELC, keeping the community informed in a more dynamic way
Communication with the Board		Build community by getting to know each other, Board minutes on the website, school communications address school and ELC, share personal stories, offer regular prayer times
Parent Relationships and Communication	Monday email; class news bulletins (hard copies)	Presence on social media, involvement in decision-making, parent committees, Zoom meetings
Professional Development	ELC does 18 hours per year	ELC Team participation to increase fellowship and team-building
Areas of Need		Students, playground, marketing, social media

Mr. Miller was asked to leave the meeting so that faculty and staff could share comments on his performance. All comments were very positive and supportive of him as a leader, relationship builder, hard worker and advocate for the school and staff. Any limits to performance were attributed to his inexperience in education and the role. Communication and prioritization/organization were noted as areas expected to grow with experience. At 8:19, visitors were dismissed and the Board took a brief break.

At 8:25, the Board reconvened. Ms. Hyatt reported that the Prayer Time organized by Mr. Beam last evening was outstanding.

Urgent Business

- Mr. Baker made a motion seconded by Mr. Beam that the minutes be accepted as presented. Passed unanimously.
- Mr. Colcord will follow up on the immediate repair list, get quotes on roof replacement, inspect the apartments
- Mr. Baker will get the Board minutes on the webpage

After a brief discussion, Mr. Baker requested that an email vote regarding inviting Mr. Helgeson to the Board be initiated tomorrow so that Board members can pray. Accepted by consensus. Mr. Beam will initiate the vote.

Bucketed Issues

- Facilities: Mr. Beam made a motion seconded by Mrs. Teryek that a Facilities Committee be established. Passed unanimously. Mr. Colcord will head this committee

- By-laws: Discussion determined that the current by-laws address areas of concern. It is the responsibility of the Board to ensure that they are strictly enforced.
- Policy Manual/Headmaster Job Description: Mr. Beam, Ms. Hyatt and Mr. Miller will review current documents and bring recommendations to the Board within the next 3 weeks.
- Discipleship: Mr. Beam made a motion seconded by Ms. Hyatt that a Discipleship/Evangelism Committee be established. Passed Unanimously. Mr. Lyle will chair this committee.
- Board Practices: Continuation of Board prayer time on Tuesday mornings at 6:30 AM via Zoom, consistently introduce prayer at appropriate times during meetings, recite the mission to start meetings, and share a Bible verse at the start of meetings were suggestions to address this area of concern.
- Marketing and Outreach: Mr. Baker made a motion seconded by Mr. Colcord that a Marketing/Outreach Committee be established. Passed unanimously. Mr. Baker will lead this committee. Mr. Miller offered his services.
- Prayerfulness: Mr. Beam made a motion seconded by Ms. Hyatt that a Prayerfulness Committee be established for the purpose of initiating opportunities to pray individually and corporately on a regular basis. Passed unanimously. Mr. Anderson and Mr. Beam will co-lead this committee.
- Communication: Regular contacts/phone calls with constituent groups, automated phone calls/text messages, and involvement in committees were among the improvements discussed. By consensus it was determined that Communication would fall under Marketing and Outreach to ensure that there is consistent message in all communications.
- Finances: Ms. Hyatt made a motion seconded by Mr. Beam that a Finance Committee be established. Passed unanimously. Mr. Anderson will chair this committee.
- Academic/Curriculum: Mr. Baker made a motion seconded by Mrs. Teryek that a Academics/Curriculum Committee be established. Passed unanimously. Ms. Hyatt and Mr. Lyle will co-chair this committee

All committees are tasked with defining the issues and setting a series of benchmarks for resolving their issues and going forward. Progress reports are expected at the next meeting.

There was a brief discussion about the feasibility of opening a K/1 class in September. Decision was tabled until the next meeting awaiting establishment of criteria for reopening.

At 10:16 PM, Mr. Baker made a motion seconded by Mr. Beam that the meeting be adjourned. Vote was unanimous. Mr. Miller closed the meeting with prayer.

Respectfully submitted,

Cindy Hyatt

Secretary